



#### IMAPS 2019 Sponsors and Exhibitors:

IMAPS is pleased to welcome you to Boston, Massachusetts September 30-October 3, 2019 for the 52<sup>nd</sup> International Symposium on Microelectronics.

You will find all of the important documents and order forms necessary to plan your exhibit space in this exhibit manual. Please review the critical information from IMAPS on the next pages to acquaint yourself with some of the most commonly requested information in the months leading up to the show, such as:

- Badge registration
- Critical deadlines
- Move-in/out hours and show hours
- Required show preparations
- Optional show preparations
- Marketing tips
- Contact information
- Hotel reservations information
- Materials handling, freight, graphics, and more from Shepard Expo Services
- Lead retrieval, AV, electrical services, and more from the Hynes Convention Center and other show partners

IMAPS strives to make the 2019 show better than ever for exhibitors and attendees alike. For up-to-date information on all details related to the show, visit [www.IMAPS2019.org](http://www.IMAPS2019.org) regularly.

Cheers to your best show experience yet!

The IMAPS Team



## **DATES, VENUES, AND HOTEL INFORMATION | IMAPS 2019 Boston**

The 52<sup>nd</sup> International Symposium on Microelectronics (IMAPS 2019) will be held September 30-October 3, 2019 at the Hynes Memorial Convention Center in Boston, Massachusetts, USA. Rooms are available in the IMAPS block on a first-come, first-served basis at the Sheraton Boston. Full details about the 52<sup>nd</sup> International Symposium on Microelectronics can be found at [www.IMAPS2019.org](http://www.IMAPS2019.org).

**Event Location:** Hynes Memorial Convention Center, Second Floor  
Boston, Massachusetts, USA

**Host Hotel 1:** Sheraton Boston  
39 Dalton St, Boston, MA 02199  
\$249/night + taxes/fees  
[Click here to book](http://www.imaps2019.org) or visit [www.imaps2019.org](http://www.imaps2019.org).

Book your hotel reservation today! We have reserved a block of rooms at the host hotels above to accommodate our attendees. The discounted room rates are only available until the hotel deadline of August 29, 2019, or until the block sells out (and they often sell out early – before the expiration dates). Reservations received after the noted deadline or after the room block has been filled may be subject to significantly higher rates.

### **Event Schedule Overview**

The general event schedule is below. The conference technical program schedule is available at [www.IMAPS2019.org](http://www.IMAPS2019.org). The show open hours, move-in, and move-out times are provided in further detail in this document.

<b>Symposium Technical Program:</b>	October 1-3, 2019
<b>Professional Development Courses:</b>	September 30, 2019
<b>Exhibition Open:</b>	October 1-2, 2019
<b><i>Move-In:</i></b>	<i>September 30</i>
<b><i>Move-Out:</i></b>	<i>October 3</i>

\*The show will conclude with a happy hour in the exhibit hall for exhibitors and attendees on Wednesday, October 2<sup>nd</sup> just prior to the show close. For the safety of exhibitors, attendees, and the valuable equipment in the exhibit hall, dismantling of the exhibits and/or moving out during the happy hour will not be permitted. Exhibitors may move out on Wednesday evening between 6:30pm and 7:30pm only if all materials can be hand-carried out during that time. No Shepard move-out services will be available until 8am on Thursday, October 3<sup>rd</sup>.

Full details about IMAPS 2019 can be found at [www.IMAPS2019.org](http://www.IMAPS2019.org).



## REQUIRED SHOW PLANNING INFORMATION | IMAPS 2019 Boston

**August 29, 2019**

**Early registration deadline  
Hotel block booking deadline  
Exhibitor directory submission deadline**

*Please review the following REQUIRED show planning details and information.*

### **BADGE REGISTRATION**

**All** individuals must be registered for, pick up, and display a badge bearing their name throughout the event. No individuals will be granted access to the show floor without a badge, including installation or dismantling teams. Please see below for badge registration instructions:

**CRITICAL: Do not register any of your staff through the IMAPS 2019 registration webpage.**

1. Review and complete the IMAPS 2019 Badge Registration Form provided in this packet.
2. Save a copy of the form for your own records.
3. Send the completed form to Shelby Moirano at [smoirano@imaps.org](mailto:smoirano@imaps.org).
4. If you need to make changes or substitutions to registration information, email the changes [smoirano@imaps.org](mailto:smoirano@imaps.org).
5. All badges are distributed at the event.

Each standard 10'x10' booth includes two badges. You may opt for EITHER one full symposium badge and one booth personnel badge OR two booth personnel badges. Any additional badges necessary are available at a discounted fee, including booth personnel and full symposium registrations. You will note these additional registrations on the provided form.

### **HOTEL RESERVATIONS**

IMAPS does not hold, reserve, or set aside hotel rooms for exhibitors or sponsors. The discounted room rates are only available until the stated hotel booking deadline or until the room block sells out (**and it often sells out early – before the deadline**). Reservations received after the stated deadline or after the room block has filled may be subject to significantly higher rates. We encourage you to make hotel reservations as soon as possible for the best price and availability.

Sheraton Boston  
39 Dalton St, Boston, MA 02199  
\$249/night + taxes and fees  
[Click here to book](#) or visit [www.imaps2019.org](http://www.imaps2019.org).

The only way to book a room in the official IMAPS housing block is using the reservations information above. IMAPS does not authorize any other hotel service/group to operate on its behalf. If any person or firm contacts you and offers to handle your reservations, please beware that they are completely



## **REQUIRED SHOW PLANNING INFORMATION | IMAPS 2019 Boston**

unauthorized and possibly fraudulent. If you use one of them and experience any problems, including lost deposits and no reservation when you arrive, IMAPS will not be able to assist you.

### **FINAL PROGRAM EXHIBITOR DIRECTORY SUBMISSIONS**

All exhibitors have the opportunity to be listed in our final program directory and the mobile app directory. [Click here](#) or navigate to <https://www.surveymonkey.com/r/imaps2019finalprograms submissions> to provide a 200-word description. Only submissions received by the submission deadline will be included in the directory.

### **CARPETING**

The exhibition space at the Hynes Convention Center **is not carpeted**. You will need to order carpet for your booth space. Carpeting is ordered through Shepard Expo Services.

### **ELECTRICAL POWER**

No electrical power or outlets are included in your booth package. You will need to order power from the electrical service provider for any power needs, even if you just need access to one outlet. To avoid setup delays or possibly higher charges on-site, IMAPS highly recommends ordering your electrical needs prior to the show.





## **OPTIONAL SHOW PLANNING INFORMATION | IMAPS 2019 Boston**

*Please review the following optional show planning details and information.*

### **EXHIBITOR MEETING ROOMS**

Contact Brianne Lamm ([blamm@imaps.org](mailto:blamm@imaps.org)) for private client meeting rooms during the show. Space is limited and only available on a first-come, first-served basis in one-hour time slots.

### **INTERNET ACCESS**

Basic wireless internet access will be provided free of charge in the exhibit hall for exhibitor and attendee use. However, if your setup requires a higher tier connection, you may purchase dedicated internet service for your booth through the form provided in this kit.

### **MOBILE APP**

Appropriately registered booth personnel will be able to access the IMAPS 2019 mobile app. Access to the app is opened in late September, when a password will be provided to all registered attendees.

### **SILENT AUCTION DONATIONS**

The Microelectronics Foundation Silent Auction is a longstanding IMAPS tradition. If you would like to donate an auction item/service, please contact Brian Schieman at [bschieman@imaps.org](mailto:bschieman@imaps.org).

### **SPONSORSHIPS**

Contact Brian Schieman at [bschieman@imaps.org](mailto:bschieman@imaps.org) and we will be happy to review the remaining sponsorship opportunities with you, including symposium and golf sponsorships.



## ® MARKETING YOUR EXHIBIT | IMAPS 2019 Boston

IMAPS 2019 is successful when exhibitors have a successful experience. Here are a few ways to promote your booth at our show to your customers:

- IMAPS recommends adding the show logo to your company's email signature lines in the months leading up to the show with a call to action such as "Visit us in Booth XXX at IMAPS 2019!" Contact Brianne Lamm at [blamm@imaps.org](mailto:blamm@imaps.org) for the logo file.
- The September 6<sup>th</sup> and 27<sup>th</sup> issues of the corporate bulletin are reserved exclusively for news, PR, and announcements from IMAPS 2019 exhibitors. Send your press releases to Brianne Lamm at [blamm@imaps.org](mailto:blamm@imaps.org) prior to those dates for inclusion.
- IMAPS corporate members are entitled to a full mailing list (mailing addresses only) of IMAPS members one time per year. Request this list from Shelby Moirano at [smoirano@imaps.org](mailto:smoirano@imaps.org) and use it to send postcards, save-the-dates, or other marketing pieces promoting your attendance at IMAPS 2019.
- IMAPS will provide a complimentary guest pass to promote your attendance at IMAPS 2019 upon request. Note that exhibit visitors of the 2019 show will be required to register on-site only. Pre-registration will not be available for exhibit visitors online.
- A pre-registration list provided in PDF format will be distributed via email the week of September 23<sup>rd</sup>. A final attendee list will be provided in PDF format once the show closes.  
*Important Note: Due to more stringent privacy and consent protocols dictated by GDPR and expectations from our attendees and members, registrant lists are no longer available in an Excel format. Exhibitors are responsible for compliance with data privacy and marketing consent regulations that may apply to this contact information.*

IMAPS will also conduct a year-round marketing campaign including, but not limited to:

- Conference brochures, e-mail broadcasts, direct mail, web banners and advertisements, both in print and electronically
- Exhibitor webpage: Your company name, and information
- Email campaigns to more than 11,000 industry contacts featuring exhibiting companies, sponsors, and other show details
- Corporate bulletin emails ahead of IMAPS 2019 exclusively promoting exhibitors & sponsors
- Media trades with press outlets allowing for expanded coverage via emails, web listings, press releases and more
- Event promotions in IMAPS *Advancing Microelectronics* magazines, including a dedicated show issue
- Printed final program distributed to all show attendees featuring the exhibitor directory

### ADVERTISING OPPORTUNITIES

IMAPS offers advertising opportunities leading up to the symposium and throughout the year via the following web, email, and print platforms for an additional fee. See the following page for more information. Contact Brianne Lamm ([blamm@imaps.org](mailto:blamm@imaps.org)) with any questions or to commit to ad space!



## IMAPS Corporate Advertising Program 2019

IMAPS welcomes advertisers across several platforms from print to digital. Review the a la carte advertising options below or develop a custom package!

**All pricing below is IMAPS Member pricing | Non-member rates add 10%**

<b>Advancing Microelectronics Magazine</b> <i>IMAPS membership-only magazine with reach of approximately 3,000 subscribers</i>	<b>July-Aug</b> <i>Commit by May 20</i>	<b>Sept-Oct</b> <i>Commit by July 20</i>	<b>Nov-Dec</b> <i>Commit by Sept 20</i>	<b>Jan-Feb</b> <i>Commit by Nov 20</i>	<b>Mar-Apr</b> <i>Commit by Jan 20</i>
Inside or Outside Full Page Cover Ad 8.5(w)x11(h)in, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$2000	\$2000	\$2000	\$2000	\$2000
Full Page Ad 8.5(w)x11(h)in, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$1000	\$1000	\$1000	\$1000	\$1000
Half Page Ad 8.25(w)x5(h)in or 4(w)x10.5(h), bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$850	\$850	\$850	\$850	\$850
Third Page Ad 7.5(w)x3.25(h)in, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$774	\$774	\$774	\$774	\$774
Quarter Page Ad 4(w)x5(h)in, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$600	\$600	\$600	\$600	\$600
<b>A La Carte Digital Advertising at IMAPS.org</b> <i>~8000 sessions monthly, 17000+ page views per month</i>	<b>1 month</b>	<b>2 months</b> 5% discount	<b>3 months</b> 10% discount	<b>4 months</b> 15% discount	<b>5 months</b> 20% discount
<b>IMAPS.org Above-the-Fold Banner Ad</b> <i>Limited to one advertiser per month, 468(w)x60(h) pixels, animation allowed, 4-color, jpg or gif</i>	\$400	\$760	\$1080	\$1360	\$1600
<b>IMAPS.org Above-the-Fold Traditional Ad</b> Top two ads on the right side of the webpage – no scrolling Ads remain visible across all IMAPS.org webpages <b>Limited to 2 advertisers per month</b> 125(w)x240(h) pixels, animation allowed, 4-color, jpg or gif	\$350	\$665	\$945	\$1190	\$1400
<b>IMAPS.org Below-the-Fold Traditional Ad</b> Bottom four ads on the right side of the webpage – scrolling discount Ads remain visible across all IMAPS.org webpages <b>Limited to 4 advertisers per month</b> 125(w)x240(h) pixels, animation allowed, 4-color, jpg or gif	\$250	\$475	\$675	\$850	\$1000
<b>Event Page Ad (IMAPS 2019, SiP, Device Packaging, etc.)</b> Ad will be placed within the body of the dedicated event webpage of your choice and will not display on other pages within IMAPS.org. Approximately 2000-4000 sessions per month, with more impressions delivered in deadline months prior to the respective event. Ad duration from time of placement through the show only. 500(w)x275(h) pixels, animation allowed, 4-color, jpg or gif	\$300	\$570	\$810	\$1020	\$1200
<b>IMAPSource.org Ad</b> Placement on the microelectronics research portal only (ad will not display on other IMAPS websites or webpages). Limited to 1 Tower and 4 Tiles per month Tile: 180(w)x150(h) pixels, animation allowed, 4-color, jpg or gif Tower: 180(w)x600(h) pix, animations allowed, 4-color, jpg or gif	Tile \$150  Tower \$250	Tile \$285  Tower \$475	Tile \$405  Tower \$675	Tile \$510  Tower \$850	Tile \$600  Tower \$1000

IMAPS Corporate Bulletin Digital Email Advertising Opportunities <i>Twice-monthly corporate bulletin is distributed to contact list of 20,000+ contacts.</i>	1 month	2 months 5% discount	3 months 10% discount	4 months 15% discount	5 months 20% discount
<b>Corporate Bulletin Top-Page Banner Ad</b> 2 runs per month, price is per month Limited to 3 advertisers per month 468(w)x60(h) pixels, animation allowed, 4-color, jpg or gif	\$300	\$570	\$810	\$1020	\$1200
<b>Corporate Bulletin Side Ad</b> 2 runs per month, price is per month Limited to 5 advertisers per month 125(w)x240(h) pixels, animation allowed, 4-color, jpg or gif	\$250	\$475	\$675	\$850	\$1000
<b>Advanced SiP 2019 Final Program Print Advertising</b> <i>Distributed to every SiP 2019 attendee – expected reach of 250+</i>	On-Site				
<b>Full page ad</b> 8.5(w)x11(h)inch, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$750				
<b>Half page ad</b> 8.25(w)x5(h) or 4(w)x10.5(h), bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$600				
<b>Quarter page ad</b> 4(w)x5(h)inch, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$400				
<b>IMAPS 2019 Final Program Print Advertising</b> <i>Distributed to every IMAPS 2019 attendee – expected reach of 950+</i>	On-Site				
<b>Full page ad</b> 8.5(w)x11(h)inch, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$750				
<b>Half page ad</b> 8.25(w)x5(h) or 4(w)x10.5(h), bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$600				
<b>Quarter page ad</b> 4(w)x5(h)inch, bleeds allowed, 4-color, hi-res PDF (jpg, eps, or tiff)	\$400				

## BUNDLE YOUR ADS!

**The more advertising you choose, the more value.** Bundle two or more IMAPS ad platforms and save!

- Ultimate package: Select one ad (any duration) from each platform below and save 20% off the total price
- Standard package: Select one ad (any duration) from three platforms below and save 10% off the total price
- Value package: Select one ad (any duration) from two platforms below and save 5% off the total price

**Ready to commit? Contact IMAPS staff below to lock in your ad space before these opportunities sell out.**

Brian Schieman – Director, Program Development and Technology  
[bschieman@imaps.org](mailto:bschieman@imaps.org), 412-345-3328

Brianne Lamm – Marketing and Events Manager  
[blamm@imaps.org](mailto:blamm@imaps.org), 252-207-0478

Shelby Moirano – Membership Administrator  
[smoirano@imaps.org](mailto:smoirano@imaps.org), 919-293-5000



## CONTACT INFORMATION | IMAPS 2019 Boston

*Know who to contact with your questions during show planning.*

### WHERE TO GO FOR UPDATES ABOUT THE SHOW

Please bookmark [www.IMAPS2019.org](http://www.IMAPS2019.org) for full details about this show. The primary contact listed on the application will also receive emails from IMAPS staff and Shepard Expo Services with information about the exhibitor manual/kit.

### GENERAL SERVICES CONTRACTOR

Shepard Expo Services is the official general services contractor of this show. Please refer to the Shepard resources provided in this kit for full details about booth inclusions and additional services your exhibit space may require. These services will only be provided when ordered from the respective vendor and paid for by the exhibitor. Do not send vendor order forms to IMAPS.

### COMMUNICATION WITH IMAPS AND SHOW SERVICES

The primary contact listed on the booth application will be the organization's primary point of communication with IMAPS and the official show decorator about all exhibition-related information. If the primary contact named on the application will not be responsible for making arrangements for the show, it is the responsibility of the contact listed on the application to share/forward/communicate all necessary information with the appropriate personnel. IMAPS is not able to assign multiple contacts to an application. It is the responsibility of the primary contact to provide a correct email address on the application in order to receive the exhibitor manual/kit and updates from Shepard. Please add Shepard Expo Services and Shepard ShowMail to your safe senders list to ensure delivery.

### IMAPS CONTACT INFORMATION

Please note the following contacts for various show questions:

Questions/Topics	IMAPS Contact	Contact Information
Sponsorships Booth selection Speakers Technical program Advertising promotions	Brian Schieman Director, Programming and Technology	<a href="mailto:bschieman@imaps.org">bschieman@imaps.org</a> 412-345-3328
Shepard Expo Services inquiries Vendor assistance Hotel arrangements Marketing assistance Meeting rooms Silent Auction donations Advertising promotions	Brianne Lamm, CMP Marketing and Events Manager	<a href="mailto:blamm@imaps.org">blamm@imaps.org</a> 252-207-0478
Badges/Registration Awards Invoices and receipts Membership inquiries Advertising promotions	Shelby Moirano Membership Administrator	<a href="mailto:smoirano@imaps.org">smoirano@imaps.org</a> 919-293-5000

## BADGE REGISTRATION

**IMPORTANT: YOU MUST REGISTER YOUR STAFF USING THE PROVIDED FORMS.**

**Do not register your staff online. Return completed forms to [smoirano@imaps.org](mailto:smoirano@imaps.org).**

*All* individuals must be registered for, pick up, and display a badge bearing their name throughout the event. No individuals will be granted access to the show floor without a badge, including installation or dismantling teams. Please see below for badge registration instructions:

1. Review and complete the appropriate IMAPS 2019 badge registration form(s) provided in this packet.
2. Save a copy of the form(s) for your own records.
3. Send the completed form(s) to Shelby Moirano at [smoirano@imaps.org](mailto:smoirano@imaps.org).
4. If you need to make changes or substitutions to registration information, email the changes [smoirano@imaps.org](mailto:smoirano@imaps.org).
5. All badges are distributed at the event.

### Badge Inclusions

Each 10'x10' booth package includes **EITHER** one full conference badge and one booth personnel badge **OR** two booth personnel badges. Please indicate which included badges you are choosing. Additional full and booth personnel badges can be added for an additional fee. Premier and Tech sponsors should also complete the dedicated form for sponsor package inclusions.

**One full conference badge and one booth personnel only badge**  
**Complete the GREEN form. Do not complete the blue form.**

**-or-**

**Two booth personnel only badges**  
**Complete the BLUE form. Do not complete the green form.**

**PLUS**

**Additional badges of any kind.**  
**Complete the YELLOW form. This can be submitted with a green or blue form.**  
**Additional badges will not be processed without payment.**

**Premier and Tech Sponsors Only**  
**Complete the PURPLE form. This can be submitted with a green or blue form.**

DO NOT COMPLETE THIS FORM IF YOU ARE COMPLETING THE BLUE FORM.

Exhibiting Organization:

**Exhibitor Full Conference Badge Recipient**

Assign the full conference badge to an individual planning to attend the technical sessions of the conference.

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration

**Booth Personnel Only Badge Recipient**

Assign the booth personnel badge to an individual planning to staff your booth only.

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration

## Two Booth Personnel Badges

DO NOT COMPLETE THIS FORM IF YOU ARE COMPLETING THE GREEN FORM.

Exhibiting Organization:

### Booth Personnel Only Badge Recipient #1

Assign the booth personnel badge to an individual planning to staff the booth only.

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration

### Booth Personnel Only Badge Recipient #1

Assign the booth personnel badge to an individual planning to staff the booth only.

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration



## ONLY PREMIER AND TECH SPONSORS SHOULD COMPLETE THIS FORM.

In addition to badges included with exhibit space, complimentary badges are included with the Premier and Tech Sponsorships. Up to five (5) complimentary badges are included for Premier Sponsors and four (4) complimentary badges are included for Tech Sponsors.

**Sponsoring Organization:**

### Sponsor Full Conference Badge Recipient #1 (Premier or Tech Sponsor)

**Assign the full conference badge to an individual planning to attend the technical sessions of the conference.**

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
<i>Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.</i>	
Course(s)	CC#
Name on Card	Expiration

### Sponsor Full Conference Badge Recipient #2 (Premier or Tech Sponsor)

**Assign the full conference badge to an individual planning to attend the technical sessions of the conference.**

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
<i>Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.</i>	
Course(s)	CC#
Name on Card	Expiration

## Sponsor Full Conference Badge Recipient #3 (Premier or Tech Sponsor)

Assign the full conference badge to an individual planning to attend the technical sessions of the conference.

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration

## Sponsor Full Conference Badge Recipient #4 (Premier or Tech Sponsor)

Assign the full conference badge to an individual planning to attend the technical sessions of the conference.

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration

**Tech Sponsors:** End of form. To register for additional badges, please complete the yellow Additional Badges form.

**Premier Sponsor:** Continue to the next page to register fifth person.

**Sponsor Full Conference Badge Recipient #5 (Premier Sponsor Only)**

**Assign the full conference badge to an individual planning to attend the technical sessions of the conference.**

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
Optional: Add Professional Development Course(s) to this registration for \$300 through 8/29 or \$400 after.	
Course(s)	CC#
Name on Card	Expiration

**To register for additional badges, please complete the yellow Additional Badges form.**

## Additional Badges

Exhibiting Organization:

**ADDITIONAL BADGES WILL NOT BE PROCESSED WITHOUT PAYMENT INFORMATION.**

### Additional Badge

Identify Registration Type:

**Booth Personnel (\$150)**

**Additional Full Badge (Exhibitors: \$625, Networking Sponsors: \$600, Premier Sponsors: \$500)**

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
<b>Complete CC information here (REQUIRED)</b>	<b>CC#</b>
<b>Name on Card</b>	<b>Expiration</b>

### Additional Badge

Identify Registration Type:

**Booth Personnel (\$150)**

**Additional Full Badge (Exhibitors: \$625, Networking Sponsors: \$600, Premier Sponsors: \$500)**

First Name	Last Name
Title	Email
Phone	Address
City	State
Postal Code	Country
<b>Complete CC information here (REQUIRED)</b>	<b>CC#</b>
<b>Name on Card</b>	<b>Expiration</b>



## Show Information

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code: M188781019  
 email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
 phone: (410) 737-9270  
 fax: (410) 737-9274  
 mail: 7079 Oakland Mills Rd, Columbia, MD 21046

### BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

Show drape color(s): Blue, Lime Green

Aisle carpet color: Blue

### EXHIBIT SHOW SCHEDULE

<b>General Exhibitor Move-in:</b>	Monday, September 30, 2019	8:00 AM	to	5:00 PM
	Tuesday, October 1, 2019	7:00 AM	to	10:00 AM
<b>Exhibit Hours:</b>	Tuesday, October 1, 2019	11:00 AM	to	5:00 PM
	Wednesday, October 2, 2019	10:00 AM	to	6:15 PM
<b>Exhibitor Move-out:</b>	Thursday, October 3, 2019	8:00 AM	to	12:00 PM
<b>Freight Reroute Begins*</b>	Thursday, October 3, 2019	12:00 PM	*All outbound carriers must be checked in by this time	

**The show will conclude with a reception in the exhibit hall for exhibitors and attendees on Wednesday, October 2nd just prior to the show close. For the safety of exhibitors, attendees, and the valuable equipment in the exhibit hall, dismantling of the exhibits and/or moving out during the reception will not be permitted. Exhibitors may move out on Wednesday evening between 6:15 PM and 7:15 PM only if all materials can be hand-carried out during that time. No Shepard move-out services will be available until Thursday, October 3rd.**

### SHIPPING ADDRESSES

See Material Handling Rate Form for all related fees.

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
 International Symposium on Microelectronics  
 Shepard Expo c/o UPS Freight  
 80 Concord St  
 North Reading, MA 01864

#### Direct Shipments Address

c/o Shepard Exposition Services  
 [Exhibiting Co. Name & Booth Number]  
 International Symposium on Microelectronics  
 Hynes Convention Center  
 900 Boylston St  
 Boston, MA 02115

### IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Friday, August 30, 2019  
 Exhibitor appointed contractor notification deadline: Tuesday, September 3, 2019  
 First day for warehouse deliveries without a surcharge: Tuesday, September 3, 2019  
 Discount price deadline for standard Shepard orders: Tuesday, September 10, 2019  
 Last day for warehouse deliveries without a surcharge: Monday, September 23, 2019  
 Last day for warehouse deliveries\*: Friday, September 27, 2019

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Monday, September 30, 2019 at 8:00 AM



## Outbound Information

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline** Tuesday, September 10, 2019

Event Code:	M188781019
email	<a href="mailto:baltimore@shepardes.com">baltimore@shepardes.com</a>
phone	(410) 737-9270
fax	(410) 737-9274

**Shepard Mailing Address** 7079 Oakland Mills Rd, Columbia, MD 21046

**Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.**

### Exhibitor Move Out

Thursday, October 3, 2019 8:00 AM to 12:00 PM

### Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Thursday, October 3, 2019 12:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Thursday, October 3, 2019 12:00 PM

### Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

### Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

### Pick Up Address

Hynes Convention Center  
900 Boylston St  
Boston, MA 02115

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Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.

**International Symposium on Microelectronics**

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)


phone

(410) 737-9270

fax

(410) 737-9274

## Online Ordering is Easy!

**GO TO** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)**CLICK ON** International Symposium on Microelectronics**LOG IN** from the Show Information page by clicking  at the top right corner of the page.**ENTER** your email address and password then click 

**NEW users:** User name = Your Email Address (provided by Event Management)  
Password = ISM19

**Prior users:** User name = Your Email Address  
Password = Your pre-existing password

Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update your information, please contact us at [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

\* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

\* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service**

**(410) 737-9270**

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)



## Payment Authorization

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code: M188781019  
email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone (410) 737-9270  
fax (410) 737-9274  
mail 7079 Oakland Mills Rd, Columbia,  
MD 21046

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, **10010-Change Of Payment Method Transaction Fee**

Please complete the following information:

#### EXHIBITING COMPANY INFORMATION

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email: \_\_\_\_\_

#### CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check ☐

Pay by Wire ☐



VISA



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Month Year Security Code  
Billing Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Name on Card: (Please Print) \_\_\_\_\_

Please Sign



Card Holder Signature

**By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, will be billed to this credit card.**

#### WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **International Symposium on Microelectroni**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL) PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

**TAX EXEMPT?** Please submit tax exemption certificate to: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.





## International Symposium on Microelectronics

You are entering a contract which limits your possible recovery in case of loss or damage.

# Terms and Conditions

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

**Definitions and Shepard Responsibilities:** The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

**Indemnification:** The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

**Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

**Show Site Orders:** Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

**Equipment Audits:** EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

**Exchanges and Cancellations:** Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Equipment and Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

**Invoices:** Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

**Outbound Services:** All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

**International Customers:** International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:** If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Tax Rates:** State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate

**Exhibitor Information:** Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

**Cancellation or Event Postponement:** In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

**Insurance:** It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

**Claim(s) for Loss and Payment For Services:** Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

**Limits of Liability:** If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

**Inbound and Outbound Shipments:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

**Packaging, Crates, and Empty Containers:** Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



## 3rd Party Payment Authorization

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Deadline** Tuesday, September 3, 2019

Return this form when a third party (any party other than exhibiting company) should be billed for services.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

### Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name

Booth #

Exhibiting Company Address

City

State

Zip

Phone

Fax

Contact Email Address

Please Sign



Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

### Step 2: Check Services Below to Invoice to the Third Party

☐ All Services

☐ Booth Cleaning

☐ Carpet

☐ Exhibit Display Rentals

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ Material Handling

☐ Rental Furniture

☐ Overhead Rigging/Labor

☐ Other (please specify):

### Step 3: Provide Third Party Contact Information

3rd Party Name

3rd Contact Name

3rd Party Address

City

State

Zip

Phone

Fax

Contact Email Address

### Step 4: Complete Third Party Credit Card Charge Authorization with Signature

#### CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #:

Expiration Date:

Month

Year

Security Code

Billing Address:

City, ST, Zip:

Name on

(Please

Card:

Print)

Please Sign



Card Holder Signature

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.



## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Deadline**

**Tuesday, September 3, 2019**



## Exhibitor Appointed Contractor

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

**This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.**

Exhibiting Company Name

Booth #

Contact Email Address

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. **Show aisles and public areas are not part of the Exhibitor's booth space.**

Solicitation of business by EAC is strictly prohibited. **EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.**

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

**EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.**

Exhibitor



Exhibitor Signature



Below Booth #



## ***Relax with our Carefree Logistics!***

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

### **Inbound & Outbound Services**

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

### **Shepard Value-Added Services**

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

### ***Have a Logistics Question?***

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | [logistics@shepardes.com](mailto:logistics@shepardes.com)



**Exhibit  
Rental**



**Traffic  
Builders**



**Logistics &  
Transportation**



**Furniture  
Rentals**



**Material Handling  
& Ground Rigging**



**More!**



# SHIPPING VERSUS MATERIAL HANDLING

## WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



## WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,  
Consolidate!**

*Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.*

### Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

Event Code: M188781019  
email [logistics@shepardes.com](mailto:logistics@shepardes.com)  
phone (888) 568-8858  
fax (404) 596-5620

## Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

### Step 1: Complete Exhibiting company information:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

### Step 2: Tell us the Location of items for pick up:

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Is there a loading dock?                                | <input type="checkbox"/> Do we need a lift gate on our truck?                       |
| <input type="checkbox"/> Is your building in a residential area?                 | <input type="checkbox"/> Do we need to go inside your office to pick up your items? |
| <input type="checkbox"/> Any thing else we should know about your building _____ |   |

### Step 3: Tell us When we are picking it up:

\_\_\_\_\_ Date \_\_\_\_\_ Hours of Operation \_\_\_\_\_

Step 4: Tell us Where this is going: ☐ Advance Warehouse ☐ Direct to showsite **Monday, September 30, 2019**

### Step 5: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

### Step 6: Tell us what Type of Service do you need (how fast do you need it?)

☐ Standard Ground ☐ 2nd day Air ☐ Next Day Air ☐ Other (Truckload, Specialized)

Service level may be changed to meet delivery date.  
Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? ☐ YES! ☐ No, I will arrange another carrier

Company \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.





# Outbound Material Handling Authorization and Shipping Labels

## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**\$\$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!**

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

All outbound shipments require a **Shepard Outbound Material Handling Authorization** form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. \*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

### Step 2: Tell us Where your items are going:

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Step 3 How many Pieces are in your shipment?

\_\_\_\_\_ # of Crate \_\_\_\_\_ # of Skids \_\_\_\_\_ # of Cases \_\_\_\_\_ # of Cartons \_\_\_\_\_ Approx. Total Weight \_\_\_\_\_

### Step 4: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

- ☐ Is there a loading dock? ☐ Do we need to go inside your office to pick up or deliver your items?  
☐ Is your building in a residential area? ☐ Is there anything else we should know about your building?  
☐ Do we need a lift gate on our truck?

### Step 5: How many Labels do you need? \_\_\_\_\_

### Step 6: Who is picking up your shipment?

\_\_\_\_\_ OFFICIAL SHOW CARRIER: **SHEPARD LOGISTICS** OTHER \_\_\_\_\_

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.

If using FedEx or UPS you must have *and apply* their shipping labels.

### Step 7: What type of Service do you need? (how fast does it need to get there?) \_\_\_\_\_ Ground \_\_\_\_\_ 2nd Day \_\_\_\_\_ Exped. Ground (3-5 days) \_\_\_\_\_ Overnight

### Step 8: If your carrier doesn't show up, what do we do with your items? \_\_\_\_\_ Reroute via the show carrier (Shepard Logistics) \_\_\_\_\_ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will **automatically** use the credit card on file for your company.



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	Shepard Expo c/o UPS Freight
	80 Concord St
	North Reading, MA 01864
	Delivery Hours: M-F, 8-4:00 PM
	For: _____
	International Symposium on Microelectronics

First day freight can arrive w/o a surcharge:  
**September 3, 2019**

Last day freight can arrive w/o a surcharge:  
**September 23, 2019**

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	Shepard Expo c/o UPS Freight
	80 Concord St
	North Reading, MA 01864
	Delivery Hours: M-F, 8-4:00 PM
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	80 Concord St
	North Reading, MA 01864
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**September 3, 2019**

Last day freight can arrive w/o a surcharge:  
**September 23, 2019**

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Hynes Convention Center 900 Boylston St Boston, MA 02115
For: International Symposium on Microelectronics	
<b>MUST NOT BE DELIVERED PRIOR TO:</b>	
September 30, 2019 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Hynes Convention Center 900 Boylston St Boston, MA 02115
For: International Symposium on Microelectronics	
<b>MUST NOT BE DELIVERED PRIOR TO:</b>	
September 30, 2019 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Hynes Convention Center 900 Boylston St Boston, MA 02115
For: International Symposium on Microelectronics	
<b>MUST NOT BE DELIVERED PRIOR TO:</b>	
September 30, 2019 @ 8:00 AM	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (Exhibiting Company Name)
	Booth #: _____
	c/o Shepard Exposition Services
	Hynes Convention Center 900 Boylston St Boston, MA 02115
For: International Symposium on Microelectronics	
<b>MUST NOT BE DELIVERED PRIOR TO:</b>	
September 30, 2019 @ 8:00 AM	



## Material Handling Rates

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code: M188781019

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

### Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling\*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

### What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

### How to Calculate Material Handling Services:

The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Standard Material Handling Rates:** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

**Important! All Material Handling fees will be automatically billed to the credit card on file!**

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$216.45	\$281.50	
35010	35036		

### Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$215.47	\$323.25	\$280.00	
35030	35043	35038		

### Light Weight (Shipments 40 pounds or less)

	Total Shipment	Total
	\$108.25	
35400		

### Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse.

Advance freight is typically delivered to your booth before direct shipments.

### Direct to Show Site Tips

Freight must arrive only during published move in dates and times.

Great for last minute shipments.

Large pieces of machinery can be accepted.

### Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Banding Service per 4x4 skid/pallet 35490 \$ 75.00

Overtime - 30% for each overtime application based on ST rate

Shrinkwrap Service per 4x4 skid/pallet 35491 \$75.00

Double Time - 50% fee for each double time application based on ST

**Early/Late Shipments to Warehouse:** A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

**Reweigh of Shipments:** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket.

**Disposal Fee:** A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

**Only Shepard personnel are allowed to operate mechanical equipment.**

**We understand that your calculation is only an estimate.** Invoicing will be **calculated from actual certified weight ticket** or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #

Please Sign



Card Holder Signature

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

## **SPECIAL HANDLING DEFINITIONS** Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

**Padded Van Deliveries** This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

## **DISPOSAL FEE**

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

## **OVERTIME/DOUBLE TIME**

Surcharge: Overtime: 30% Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

## **WAREHOUSE OVERTIME/DOUBLE TIME**

Surcharge: Overtime: 30% Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

## **EARLY/LATE SHIPMENTS TO WAREHOUSE**

Surcharge: 25% 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

## **UNCRAVED SHIPMENTS**

Rate as shown on Material Handling Rate Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

## **OFF-TARGET DELIVERIES**

Surcharge: 15% 35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

## **MARSHALING YARD**

Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

## **REWEIGH OF SHIPMENTS**

Surcharge: \$25.00 per forklift load 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

## **EMPTY CRATE STORAGE**

Surcharge: \$25.00 per piece. 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

## **LIGHT WEIGHT SHIPMENTS**

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

## **ENVELOPE DELIVERIES**

Surcharge: \$10.50 per envelope 35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

## **MOBILE SPOTTING**

Fee: \$ 200.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.

**Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.**

**What is material handling (also referred to as drayage)?**

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

**What is the definition of "freight"?**

Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is the difference between material handling and shipping?**

Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

**Do I need to order a forklift to unload or reload my freight?**

No, please do not order a forklift for unloading/reloading of your materials.

**What does CWT mean?**

CWT is an acronym for Century Weight.

**What determines how much I'm charged?**

Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required

**How do I calculate material handling charges?**

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees

**What are Light Weight shipments?**

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum.

**How do I calculate my Light Weight shipment?**

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

**What are Crated materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling required.

**What are Uncrated materials?**

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

**What is Special Handling?**

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

**What are Advance Shipments?**

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual)

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule)

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**What are Direct Shipments?**

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

**What is and why would I need liability insurance?**

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials

**Outbound Shipping**

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

**Equipment:** Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.



## Cartload Service

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code: M188781019  
email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone (410) 737-9270  
fax (410) 737-9274

#### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 4:30 pm  
DT - Double-time: All day Sunday, all other hours and Holidays

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

**Cartload Service includes one laborer, one cart, one trip per rate listed below.**



Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	\$222.00	
35152		Booth to Dock ST	\$222.00	
35153		Dock to Booth OT	\$313.00	
35154		Booth to Dock OT	\$313.00	

**Only Shepard personnel are allowed to operate mechanical equipment.**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once service has been rendered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Estimate: \$  
NA Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_ BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature





**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

Event Code: M188781019  
email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone (410) 737-9270  
fax (410) 737-9274

**Displaying a vehicle at the event?** (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)  
All vehicles must be escorted on and off the floor by a Shepard representative.  
Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor. Additional charges may apply when additional labor and equipment required.

**Step 1:** If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

**Step 2:** Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Thursday, October 3, 2019** **12:00 PM**

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

### Important Rules and Regulations

- Battery Cables must be disconnected
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Keys must be given to Shepard Exposition Services to be held onsite.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$200.00

\*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.  
No refunds or exchanges once item has been delivered to your booth.  
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Bar: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



# Forklift and Ground Rigging

## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

### Discount Deadline Tuesday, September 10, 2019

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

#### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 4:30 pm  
DT - Double-time: All day Sunday, all other hours and Holidays

### Ground Rigging and Forklift Rental

#### Step 1: Describe the work:

- ☐ Uncrating Materials  
☐ Spotting Equipment  
☐ Booth work/ground rigging

Weight of Heaviest Piece: \_\_\_\_\_

Will you need: ☐ Straps  
☐ Extended Blades

#### Step 2: When are we moving it? (times are not guaranteed)

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_

#### Step 3: Choose your lift size:

##### Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$572.00	\$743.50	
35039		OT Hourly Rental	\$754.00	\$980.25	
35067		DT Hourly Rental	\$936.00	\$1,216.75	

##### Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$1,716.00	\$2,230.75	
35066		OT Hourly Rental	\$2,262.00	\$2,940.50	
35070		DT Hourly Rental	\$2,808.00	\$3,650.50	

##### Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$1,144.00	\$1,487.25	
35049		OT Hourly Rental	\$1,508.00	\$1,960.50	
35069		DT Hourly Rental	\$1,872.00	\$2,433.50	

##### Forklift Rental - Up To 30,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35255		ST Hourly Rental	\$2,288.00	\$2,974.50	
35256		OT Hourly Rental	\$3,016.00	\$3,920.75	
35257		DT Hourly Rental	\$3,744.00	\$4,867.25	

##### Forklift Rental - Up To 15,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35455		ST Hourly Rental	\$1,430.00	\$1,859.00	
35456		OT Hourly Rental	\$1,885.00	\$2,450.50	
35457		DT Hourly Rental	\$2,340.00	\$3,042.00	

##### 4 Stage Forklift Rental

Code	Qty.	Item	Discount	Regular	Amount
35593		ST Hourly Rental	\$858.00	\$1,115.50	
35594		OT Hourly Rental	\$1,131.00	\$1,470.25	
35595		DT Hourly Rental	\$1,404.00	\$1,825.25	

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

#### Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$227.50	\$295.75	
35086		OT per man hour	\$341.25	\$443.65	
35099		DT per man hour	\$455.00	\$591.50	

#### Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$182.00	\$236.60	
35100		OT per man hour	\$273.00	\$354.90	
35101		DT per man hour	\$364.00	\$473.20	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

**Only Shepard personnel are allowed to operate mechanical equipment.**

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Forklift Estimate \_\_\_\_\_  
NA Tax\*: \_\_\_\_\_  
Amount Due: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## On Site Storage

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

**On Site Storage** is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. **Do not use this service for "Empty" storage.**

**Step One:** Tell us **who** you are:

**Exhibiting Company**  
**Name** \_\_\_\_\_

**Booth #** \_\_\_\_\_

**Onsite Contact** \_\_\_\_\_

**Onsite Cell Phone #** \_\_\_\_\_

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step Two:** Choose the **Type** of storage to fit your needs

For either storage options, there is no charge to return items back to your booth at the end of the event.

**Accessible Storage** Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)  
(35166)

			Per Day
35166	Pallets/Skids		\$35.00
35349	1/2 a Trailer		\$80.00
35348	Full Trailer		\$120.00
35087	Labor	ST	\$182.00
35100		OT	\$273.00
35101		DT	\$364.00

**Secured Storage** Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).  
(35068)

		Sq Ft	# of Days	Total
Per Sq Ft		0.80		
Labor	ST	\$182.00	35087	
	OT	\$273.00	35100	
	DT	\$364.00	35101	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

**Only Shepard personnel are allowed to operate mechanical equipment.**

Total Onsite Storage: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Warehouse Storage

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

**Warehouse Storage** is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

#### Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

#### Step One: Tell Us Who You Are:

Exhibiting Company

Name

Booth #

Onsite Contact

Onsite Cell Phone #

Email Address

#### Step Two: Tell Us What You Are Storing:

How many pieces? \_\_\_\_\_

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

#### Step Three: How Long Are We Storing Your Items?

From Date

To

Fees will continue until storage is picked up.

#### Step Four: What Do We Do With Your Items At The End Of The Storage Period?

☐ Ship to another destination via Shepard Logistics\*

☐ Transport to another Shepard event\*:

☐ Pick-up is arranged with another carrier:

\*Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **will not** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Estimated Warehouse Storage: \$

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

NA Tax\*: \$

Storage Items will not be stored or released without a valid credit card on file.

Amount Due: \$

Please Print



Printed Name

Please Sign



Card Holder Signature



# Agility

*Fairs & Events*

**The experts in International Event Logistics**

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

**Single point of contact  
for international shipping  
from door to door:**

Agility Fairs and Events  
1 100 Tamiami Trail S.  
Suite B  
Venice, FL 34285  
Tel: 714-617-6675  
Contact: Kelly O'Neill-Exley  
[koneill@agility.com](mailto:koneill@agility.com)  
[www.agility.com/fairsevents](http://www.agility.com/fairsevents)  
[expousa@agility.com](mailto:expousa@agility.com)

**Get a free quote for international shipping at:**  
**[www.agility.com/en/contact-fairs-events](http://www.agility.com/en/contact-fairs-events)**



**[www.aglfairslogistics.com/usaebrochure/](http://www.aglfairslogistics.com/usaebrochure/)**



# FURNISHINGS AND DECOR



Exhibit  
Rental



Traffic  
Builders



Logistics &  
Transportation



Furniture  
Rentals



Material Handling  
& Ground Rigging



More!

# Tables

## UNSKIRTED



**Display Table**  
#50040  
4' x 24" x 30"  
Unskirted



**Display Table**  
#50041  
4' x 24" x 42"  
Unskirted



**Display Table**  
#50044  
6' x 24" x 30"  
Unskirted



**Display Table**  
#50045  
6' x 24" x 42"  
Unskirted



**Display Table**  
#50048  
8' x 24" x 30"  
Unskirted



**Display Table**  
#50049  
8' x 24" x 42"  
Unskirted

**SKIRTED** - 6' & 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.



**Display Table**  
#50042  
4' x 24" x 30"  
Skirted



**Display Table**  
#50043  
4' x 24" x 42"  
Skirted



**Display Table**  
#50046  
6' x 24" x 30"  
Skirted



**Display Table**  
#50047  
6' x 24" x 42"  
Skirted



**Display Table**  
#50050  
8' x 24" x 30"  
Skirted



**Display Table**  
#50051  
8' x 24" x 42"  
Skirted

## PEDESTAL & SIDE



**30" Natural Pedestal Table**  
#50706  
30" x 36"  
Natural Feel Pedestal Table, Maple Top, Black Base



**42" Natural Pedestal Table**  
#50707  
42" x 36"  
Natural Feel Pedestal Table, Maple Top, Black Base



**30" Pedestal Table**  
#50032  
30" x 36"  
Pedestal Table, Grey Fleck Top, Chrome Base



**42" Pedestal Table**  
#51089  
42" x 36"  
Round High Pedestal Table, Grey Fleck Top, Chrome Base



**Round Side Table**  
#50030  
18" x 24"



**Square Side Table**  
#50031  
18" x 18" x 24"

# Chairs

## STOOLS



**Director's Stool**  
#51090  
Black Fabric, Maple Wood



**Natural Feel Stool**  
#50705  
Light Maple Back, Black Fabric Seat



**Padded Stool**  
#50024  
Padded Stool with Back, Grey Fabric

## CHAIRS WITH ARMS



**Director's Stool**  
#51086  
Black Fabric, Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair, Grey Fabric

## CHAIRS WITHOUT ARMS



**Natural Feel Chair**  
#50704  
Light Maple Back, Black Fabric Seat



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair, Grey Fabric

# Display

## FOR HANGING



**Bag Rack**  
#50175  
9" x 12" x 71"  
Adjustable Heights



**Coat Rack**  
#50092  
2" x 22" x 69"  
Silver



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



**2' x 8' Grid with Legs**  
#50236  
2' x 8'  
Chrome

Also Available Without Legs (#50237)



**3.5' x 8' Slatwall**  
#50249  
3.5' x 8'  
Grey



**4' x 8' Peg Board**  
#50594  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



**7-Ball Waterfall Grid Attachment**  
#50242  
Silver  
Also Available for Slat Wall #50243

# Display

## UPRIGHT, CROSSBAR, & DRAPERY



**8' High Upright  
with Base**  
#50088  
Crossbar rented  
separately



**6' - 10' Crossbar**  
#50349  
1 1/4" D



**7' - 12' Crossbar**  
#50348  
1 1/4" D



**3' High Drape**  
#50074



**8' High Drape**  
#50074

## FOR SIGNS & LITERATURE



**Horizontal Tackboard**  
#50060  
4' x 8'  
Black Legs, Grey Fabric



**Vertical Tackboard**  
#50061  
8' x 4'  
Black Legs, Grey Fabric



**Literature Rack**  
#50245  
16" x 10" x 59"



**Chrome Sign Holder**  
#50095  
Holds 22" x 28" Sign



**Floor Easel**  
#50094  
31" x 31" x 64"

## SHELVING



**4' x 12" Display Shelf**  
#50296  
4' x 12"  
White Shelf with Black  
Bases



**6' x 12" Display Shelf**  
#50297  
6' x 12"  
White Shelf with Black  
Bases

## BARRIER



**Tensa Barrier Stanchion**  
#50427  
Barrier with Black Belt  
Barrier 13" x 41"  
Black Belt 117"  
Rented individually, not  
a set

## OTHER



**Natural Feel  
Wastebasket**  
#50708  
Beige Wastebasket



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#51085



**Sand Bag**  
#51087



# Showcase



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# Flooring

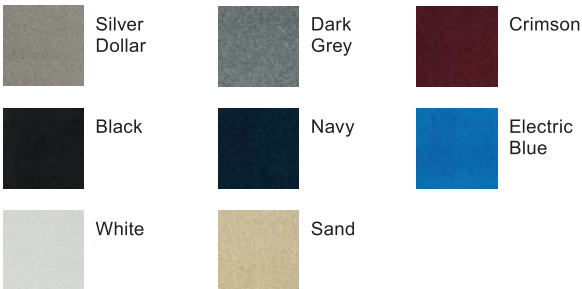
## EXPO - 13oz



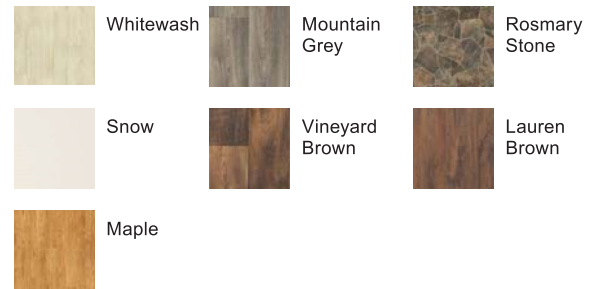
## PREMIUM - 28oz



## PLUSH - 50oz



## VINYL - Custom Order Only





# Skirt Color Options

## SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## SPANDEX



Blue



Red



Black



White

# Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization and graphics must be received before  
Discount Deadline date to receive discounted pricing.

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

**Minimum 100 square foot order for all cleaning services.**

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

### Booth Vacuuming



#### Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.64	\$0.85	
47051		400-900 sq.ft.	\$0.60	\$0.80	
47052		900+ sq. ft	\$0.55	\$0.70	

#### Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$1.28	\$1.65	
47056		400-900 sq.ft.	\$1.15	\$1.50	
47057		900+ sq. ft	\$1.05	\$1.35	

### Porter Service (includes emptying wastebaskets within the booth every two hours during the show)



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.65	\$0.85	
47031		Daily Porter	\$1.30	\$1.70	

### Specialty Services



#### Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.75	\$1.00	
47022		Mop Daily	\$1.40	\$1.80	
47013		Sham/One Time	\$0.80	\$1.05	



#### Display Wipe Down (invoiced by man hours)

Code	Hours	Service	ST	OT	Total
47043		One Time	\$236.60	\$354.90	
47044		Daily	\$236.60	\$354.90	

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Cleaning: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Waste Removal

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

#### Discount Deadline Tuesday, September 10, 2019

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email: baltimore@shepardes.com  
phone: (410) 737-9270  
fax: (410) 737-9274

### Abandoned Carpet / Floor coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

**Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used.  
All related disposal fees will be added to the payment method on file.**

#### Labor

Code	Qty	Item	Discount	Regular
68066		ST Labor	\$236.60	\$307.60
68067		OT Labor	\$354.90	\$461.35
68068		DT Labor	\$473.20	\$615.15

#### Forklift

Code	Qty	Item	Discount	Regular
35028		ST 5k Forklift	\$572.00	\$743.50
35039		OT 5k Forklift	\$754.00	\$980.25
35067		DT 5k Forklift	\$936.00	#####

#### Dumpster Fee

Code	Qty	Item	Discount	Regular
35330		Per Full Dumpster	\$800.00	#####

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Disposal Fee: \$ \_\_\_\_\_  
6.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Standard Furnishings

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

### Tables

Code	Qty	Color	Item	Discount	Regular	Total
50042			4'L X 30"H X 24"W Skirted Table	\$199.75	\$259.70	
50046			6'L X 30"H 24"W Skirted Table	\$245.50	\$319.15	
50050			8'L X 30"H 24"W Skirted Table	\$311.30	\$404.70	
50043			4'L X 42"H 24"W Skirted Table	\$242.80	\$315.65	
50047			6'L x 42"H 24"W Skirted Table	\$310.95	\$404.25	
50051			8'L x 42"H 24"W Skirted Table	\$365.75	\$475.50	
50052			4th Side Skirt for 30" High Table	\$121.45	\$157.90	
50171			4th Side 42" Skirt for 42" High Table	\$121.45	\$157.90	
50700			6'L X 30"H 24"W Spandex Table Cover	\$364.15	\$473.40	
50040		na	4'L X 30"H X 24"W UnSkirted Table	\$142.30	\$185.00	
50044		na	6'L X 30"H X 24"W UnSkirted Table	\$169.85	\$220.80	
50048		na	8'L X 30"H X 24"W UnSkirted Table	\$200.25	\$260.35	
50041		na	4'L X 42"H X 24"W UnSkirted Table	\$160.30	\$208.40	
50045		na	6'L x 42"H X 24"W UnSkirted Table	\$200.25	\$260.35	
50049		na	8'L x 42"H X 24"W UnSkirted Table	\$223.45	\$290.50	
51089		na	Pedestal Table,42"H 36"R Grey Fleck Top	\$358.70	\$466.30	
50032		na	Pedestal. Table,30"H 36"R Grey Fleck Top	\$335.35	\$435.95	
50030		na	Round Side Table 24" W X 18" H	\$168.80	\$219.45	
50031		na	Square Side Table 24" W X 18" H	\$168.80	\$219.45	
50706		na	Natural Pedestal Table 30"H X 36" R Maple Top	\$438.80	\$570.45	
50707		na	Natural Pedestal Table 42"H X 36"R Maple Top	\$457.45	\$594.70	

Skirt Colors (6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)

Red (01) Green (02) White (03) Gold (04) Blue (05)

Black (06) Burgundy (07) Grey (10) Teal (13)

Spandex Red (01) White (03) Blue (05) Black (06)

### Seating

Code	Qty	Color	Item	Discount	Regular	Total
50020		na	Side Chair Grey Fabric	\$129.85	\$168.80	
50021		na	Arm Chair Grey Fabric	\$176.95	\$230.05	
50024		na	Stool w/back Grey Fabric	\$215.60	\$280.30	
51086		na	Director's Chair Black Fabric	\$133.90	\$174.05	
51090		na	Director's Stool Black Fabric	\$239.70	\$311.60	
50705		na	Natural Feel Stool Maple Back, Black Fabric Seat	\$239.70	\$339.90	
50704		na	Natural Feel Chair, Maple Back, Black Fabric Seat	\$214.70	\$279.10	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Furnishings: \$

6.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Specialty, Display, Drapes

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

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Deadline date to receive discounted pricing.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

### Specialty & Display

Code	Qty	Color	Item	Discount	Regular	Total
50091		na	Wastebasket	\$19.00	\$19.00	
50094		na	Floor Easel, Chrome	\$71.85	\$93.40	
50245		na	Literature Rack Silver, Glass	\$265.10	\$344.65	
50175		na	Bag Rack, Chrome	\$351.10	\$456.45	
50092		na	Coat Rack, Chrome	\$124.65	\$162.05	
50093		na	Garment Rack, Chrome	\$351.10	\$456.45	
50427		na	Tensabarrier, Per Stem, Black	\$148.10	\$192.55	
50095		na	Sign Holder, 22x28 Chrome	\$163.60	\$212.70	
50185		na	Drawing Bowl, Clear	\$65.90	\$85.65	
50296		na	4' x 12" Display Riser White and Black	\$148.30	\$192.80	
50297		na	6' x 12" Display Riser White and Black	\$184.55	\$239.90	
50098		na	Mini Refrigerator, Approx 3 cubic feet	\$560.00	\$728.00	
50067		na	4' Full View Showcase, White	\$1,323.20	\$1,720.15	
50068		na	6' Full View Showcase, White	\$1,459.35	\$1,897.15	
50069		na	4' Quarter View Showcase, White	\$1,323.20	\$1,720.15	
50070		na	6' Quarter View Showcase, White	\$1,459.35	\$1,897.15	
50060		na	4' x 8' Horz. Posterboard Grey Fabric	\$428.50	\$557.05	
50061		na	4' x 8' Vert. Posterboard Grey Fabric	\$428.50	\$557.05	
50236		na	Grids 2'x8' w/legs, each	\$316.50	\$411.45	
50237		na	Grid 2'x8' w/o legs, each	\$237.05	\$308.15	
50242		na	7-Ball Waterfall for Grids	\$21.75	\$28.30	
50104		na	6" Hooks (12) for Peg Boards	\$69.70	\$90.60	

### Drapery-per linear foot, min 5' linear feet rental

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' High drape on a cross bar, per linear foot	\$33.60	\$43.70	
50074			3' High on a cross bar, per linear foot	\$24.90	\$32.35	
50088		na	8' Upright w/base	\$46.40	\$60.30	
52065		na	3' Upright w/base	\$46.40	\$60.30	
50349		na	6'-10' Crossbar	\$30.90	\$40.15	
50348		na	7'-12' Crossbar	\$30.90	\$40.15	
50058			Sateen, per linear foot	\$27.45	\$35.70	

Drape and Sateen Colors Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Furnishings: \$

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

6.250% Tax\*: \$

Amount Due: \$

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

**Discount Deadline Friday, August 30, 2019**  
Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

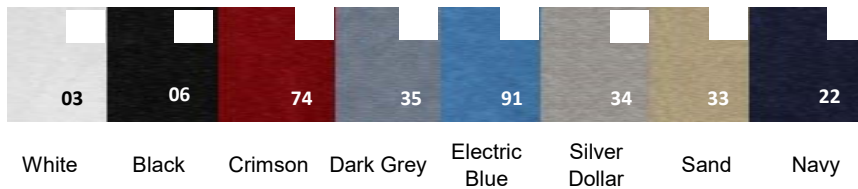
**Order must be received 30 days in advance of show move in. 100 sq ft minimum**

**Step One:** Choose the flooring to enhance your design

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

## Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium Plush	\$14.15	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

## Premium Vinyl Flooring



Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium Vinyl	\$18.30	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$6.70	

## Elevated Hardwood



Stand above the rest  
with an Elevated  
Hardwood Floor!  
Contact an ESS  
Representative for  
pricing!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Due to the custom nature of this product, **no refunds or exchanges once item has been ordered.**

Total Signature Flooring: \$  
6.250% Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Carpet and Padding

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

**Step One:** Choose the carpet to fit your budget

**Step Two:** Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

**Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing**



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$10.25	\$13.35	
46003		Rental 1000+ sqft	\$8.90	\$11.55	
46002		Purchase sqft	\$25.10	\$32.65	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

**Padding & Visqueen** Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.85	\$2.40	
50008		1" Padding	\$3.60	\$4.70	
50010		Visqueen	\$0.55	\$0.70	

Rental includes installation and removal of padding/visqueen. Minimum 100 sq. ft. required.

**Expo Carpet 13 oz. 2 Options: Regular and Special Cut!**



**Standard Booth Sizes**, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$358.30	\$465.80	
50256		10' x 20'	\$668.65	\$869.25	
50257		10' x 30'	\$997.30	\$1,296.50	
50258		10' x 40'	\$1,325.90	\$1,723.65	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

**Special Cut**, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$10.40	\$13.50	
50581		400 - 900 sq ft	\$9.45	\$12.30	
50582		900+ sq ft	\$8.65	\$11.25	

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. **Please order cleaning service at least once before show opening.**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Carpet and Padding: \$

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

6.250% Tax\*: \$

Rental items found and in use in your booth are subject to "Regular" pricing.

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



TRADE SHOW FURNISHINGS 2019

# Product Guide



## FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools





# Power Up In Style.

Denotes Powered Products



POWERED  
DETAIL

**HEDGE**  
**HDG4FT**  
**Boxwood Hedge, 4'**  
46"L 9"D 47"H

**ROMA**



**CHRPWR Chair, Powered**  
(white vinyl) 37"L 31"D 33"H

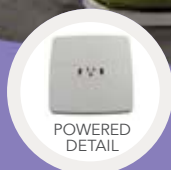
**ROMA**



**SFAPWR Sofa, Powered**  
(white vinyl) 78"L 31"D 33"H



**WIRELESS  
CHARGING TABLE,  
POWERED**  
**CUBPOW**  
(white, ac plug-in)  
20"L 20"D 18"H



POWERED  
DETAIL

## Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

## Powered Seating

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.



**A) NPLCHP**  
**Naples Chair, Powered**  
(black vinyl)  
36"L 30"D 33.25"H

**B) NPLSOP**  
**Naples Sofa, Powered**  
(black vinyl)  
87"L 30"D 33.25"H

**C) NPLLOP**  
**Naples Loveseat, Powered**  
(black vinyl)  
62"L 30"D 33.25"H

## Powered Tables



A.



D.

**Ventura**  
**POWERED**  
**TABLES**



B.



F.



E.



POWERED  
DETAIL

**Ventura Powered**  
**Bar Tables**  
72.25"L 26.25"D 42"H  
(silver frame)  
**A) VNTWHT** (white top)  
**B) VNTBLK** (black top)

**Ventura Powered**  
**Café Tables**  
72.25"L 26.25"D 30"H  
(silver frame)  
**C) VNTCBK** (black top)  
**D) VNTCWH** (white top)

**Sydney Powered**  
**Cocktail Tables**  
48"L 26"D 18"H  
(brushed steel)  
**E) C1WP** (white)  
**F) C1YP** (black)

# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**BNQ417 Full Banquette**  
w/ Electrical Charging Outlet  
(white vinyl)  
72" RND 51"H



**POWERED  
DETAIL**  
Detail of Electrical  
Charging Outlet



**BNQTL7 Center Cone**  
w/ Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



**BNQR17 Ottoman Ring**  
(4 ottoman seats)  
(white vinyl)  
72" RND 18"H




**BNQ7 Quarter Curve Ottoman**  
(white vinyl)  
53"L 22"D 18"H



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22"D 18"H

## Powered Pedestals

 Denotes AC and USB charging outlets



(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

(Mobile devices must be compatible with Qi wireless charging pad.)

### Powered Locking Pedestal


- A) PDL36W (white)  
24"L 24"D 36"H
- B) PDL42W (white)  
24"L 24"D 42"H
- C) PDL36B (black)  
24"L 24"D 36"H
- D) PDL42B (black)  
24"L 24"D 42"H

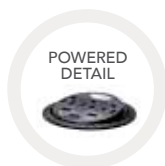
### Wireless Charging Table, Powered

- E) CUBPOW  
(white, AC plug-in)  
20"L 20"D 18"H

**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

## Powered Tech Desk

 Denotes AC and USB charging outlets



### A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

### B) TECH Tech Desk, Powered

(black metal, laminate)  
60"L 30"D 30"H

### C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H



# Soft Seating

Create Engaging Booth Environments

**HOP**  
(gray linen)  
**HOPCH, Chair**  
21"L 25"D 34"H  
**HOPLV, Loveseat**  
48"L 25"D 34"H

**HEDGE**  
**HDG7FT**  
**Boxwood Hedge, 7'**  
36.5"L 12"D 84"H

**PEDESTAL**  
**PDL42W**  
**Powered Locking**  
(white)  
24"L 24"D 42"H

**CAFÉ TABLE**  
**30WHHC**  
**Hydraulic Chrome Base**  
(laminated white top)  
30"Round 29"H

**REGIS**  
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H

**MARCHE**  
**MAR010 Swivel Ottoman**  
(blue fabric)  
17"RND 18"H



# Soft Seating Collections

Available in Power 

A.



B.



C.



## BAJA

**A) BCHWHT Chair**  
(white vinyl)  
36"L 30.5"D 28"H

**B) BSFWHT Sofa**  
(white vinyl)  
86"L 28"D 30"H

**C) BLVWHT Loveseat**  
(white vinyl)  
61"L 30.5"D 28"H

A.



B.



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 26"D 30"H

**B) FAIRCW Chair**  
(white vinyl, brushed metal)  
27"L 26"D 30"H

A.



B.



C.



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 33.25"H  
**NPLCHP** (Powered)

**B) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 33.25"H  
**NPLSOP** (Powered)

**C) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 33.25"H  
**NPLLOP** (Powered)

# Munich Collection

Modular Seating to Design Custom Exhibits

Denotes Powered Products



## MUNICH

### MNCHSC Sectional 3pc.

(gray fabric)  
93.5"L 27"D 28.5"H



POWERED  
DETAIL

### HDG4FT

#### Boxwood Hedge, 4'

46"L 9"D 47"H



#### MNCHLV Munich Armless Loveseat

(gray fabric)  
45"L 27"D 28.5"H



#### MNCHCC Munich Corner Chair

(gray fabric)  
26"L 27"D 28.5"H



#### MNCHCH Munich Armless Chair

(gray fabric)  
22.5"L 27"D 28.5"H

# Soft Seating Collections



A.



B.



A.



B.



C.



A.



B.



C.



A.

B.

C.

## ALLEGRO

### A) CHR002 Chair

(blue fabric)  
36"L 34.5"D 30"H

### B) SFA002 Sofa

(blue fabric)  
73"L 34.5"D 30"H

## TANGIERS

### A) TANSOF Sofa

(beige textured)  
78"L 37"D 36"H

### B) TANCHR Chair

(beige textured)  
34"L 37"D 36"H

### C) TANLOV Loveseat

(beige textured)  
57.5"L 37"D 37"H

## KEY LARGO

### A) KEYCHR Chair

(black fabric)  
35"L 35"D 34"H

### B) KEYLOV Loveseat

(black fabric)  
57"L 35"D 34"H

### C) KEYSOF Sofa

(black fabric)  
79"L 35"D 34"H

## SOUTH BEACH

(platinum suede)

### A) SO1 Sofa

69"L 29"D 33"H

### B) OTS Ottoman

25"L 31"D 18"H

### C) SO2 Sofa

Sectional 3pc.  
152"L 40"D 33"H



# Accent Chairs



## SWANSON

**SWAN Swivel Chair**  
(white vinyl)  
28"L 25"D 30"H

## KEY WEST

**OCB Chair**  
(black)  
31"L 31"D 31"H



## LA BREA

**LABREA Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H



## WENTWORTH

**WENCHA Chair**  
(brown vinyl)  
32.1"L 26"D 31.5"H



## AURA

**AURA Round Table**  
(white metal)  
15" Round 22"H



## Accent Chairs



A.



B.



C.



D.



E.



F.

### Madrid Chair

#### A) BCW

(white vinyl)

30"L 30"D 31"H

#### B) OCH

(black vinyl)

30"L 30"D 31"H

### Fairfax Chair

#### C) FAIRCW

(white vinyl, brushed metal)

27"L 26"D 30"H

### Munich Armless Chair

#### D) MNCHCH

(gray fabric)

22.5"L 27"D 28.5"H

### Hopi Chair

#### E) HOPCH

(gray linen)

21"L 25"D 34"H

### Pro Executive Guest Chair

#### F) PROGB

(black vinyl)

24"L 22"D 36"H

## Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

### Marina Chair

17.5"L 19.5"D 35"H

#### A) MARCBK (black vinyl)

#### B) MARCBR (brown fabric)

#### C) MARCWH (white vinyl)

### Meeting Chair

25.5"L 23.5"D 34"H

#### D) OCMESP (espresso vinyl)

#### E) OCMTAU (taupe fabric)

#### F) OCMWHT (white vinyl)

# Group Seating

## ZENITH

**A) ZENCHR Chair**  
(white, chrome)  
18.25"L 22"D 32"H

**B) 30MAHC  
Madison Hydraulic  
Café Table**  
(chrome base, gray  
acajou top)  
30" RND 29"H



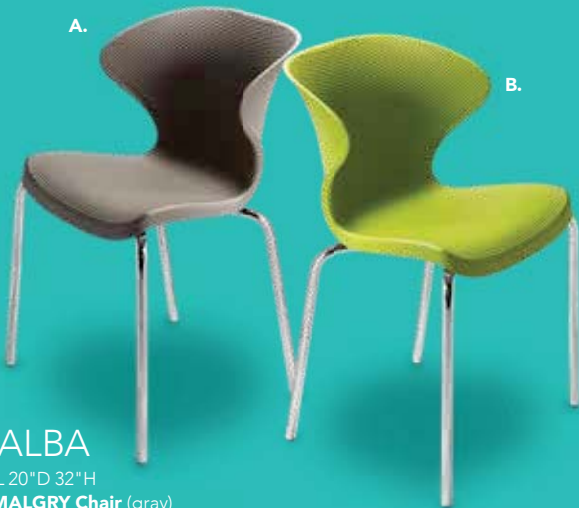
## LAGUNA

**C) LMCHR Chair**  
(maple, chrome)  
18"L 19"D 34"H

**D) 30WHHC  
Round Café Table**  
(white laminate top,  
chrome hydraulic base)  
30" Round 29"H



A.



B.

## MALBA

20"L 20"D 32"H

**A) MALGRY Chair** (gray)  
**B) MALGRN Chair** (green)

## MARINA

17.5"L 19.5"D 35"H

**A) MARCWH** (white vinyl)  
**B) MARCBK** (black vinyl)  
**C) MARCBR** (brown fabric)  
**D) MARCBE** (ocean blue fabric)  
**E) MARCRD** (red fabric)

A.



B.



C.



D.



E.



# Styles & Shapes



**A) CS8  
Berlin Chair**  
(black, white)  
18"L 22"D 32"H

**B) CS4  
Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

**C) XCHR  
Christopher Chair**  
(white vinyl, chrome)  
17"L 19"D 35"H

**D) SC3  
Brewer Chair**  
(onyx, black)  
20"L 20"D 32"H

**E) XC6  
Altura Guest Chair**  
(black crepe)  
25"L 20"D 34"H

**F) RSTDIN  
Rustique Chair w/arms**  
(gunmetal)  
20"L 18"D 31"H

**G) SC10  
Razor Armless Chair**  
(white)  
15.38"L 15.5"D 30.5"H

**H) BLDCSB  
Blade Chair**  
(sky blue)  
20.5"L 19"D 30.5"H

**I) BLDCRD  
Blade Chair**  
(red)  
20.5"L 19"D 30.5"H

## Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

**J) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H

**K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H







## VIBE CUBE

18"L 18"D 18"H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

## Styles & Shapes



C.



F.



I.



L.



O.



A.



D.



G.



J.



M.



P.



B.



E.



H.



K.



N.



Q.

### Beverly Bench

60"L 20"D 18"H

A) BVLYWH (white vinyl)

B) BVLYBK (black vinyl)

C) BVLYGR (gray fabric)

D) BVLYRD (red fabric)

E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric)

G) BVLYBN (brown fabric)

### H) WHT12 Half Bench

(white vinyl)

39"L 22"D 18"H

### ENDLESS Square

34"L 34"D 15"H

I) END02B (black)

J) END02W (white)

### ENDLESS Curved

60.5"L 37.5"D 15"H

K) END01B (black)

L) END01W (white)

### M) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

### N) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

### O) SAL Sally Stool

(white)

12" Round 17"H

### P) CUBL20 Edge

LED Cube

(white plastic)

19"L 19"D 19"H

A/C power only

### Q) REGBEN

Regis Bench

(brushed metal)

47"L 15.5"D 16"H

## Marche Swivel



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

### Marche Swivel Ottomans

17"RND 18"H

A) MAR001 (white vinyl)

B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric)

E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric)

I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

K) MAR011

(orange fabric)

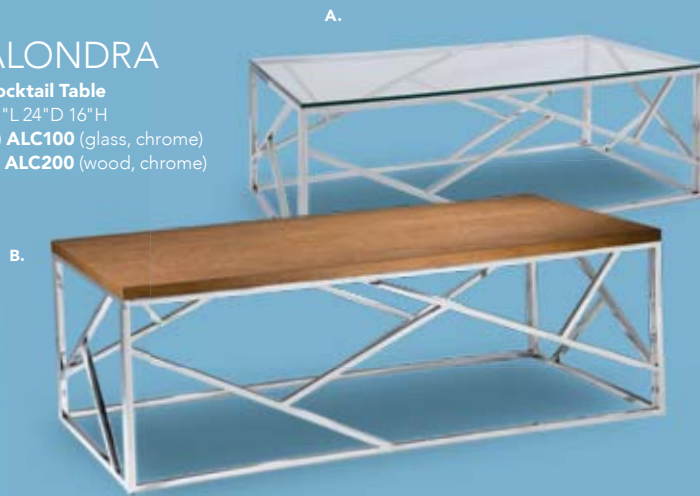
# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

- A) **ALC100** (glass, chrome)  
B) **ALC200** (wood, chrome)



C.

D.



## ALONDRA

### End Table

20"L 20"D 20"H

- C) **ALE100** (glass, chrome)  
D) **ALE200** (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

- A) **C1C** (glass, chrome)  
B) **C1FWB** (wood, black)



C.

D.



## GEO

### End Table

26"L 26"D 20"H

- C) **E1C** (glass, chrome)  
D) **E1FWB** (wood, black)

# Styles & Shapes

Available in Power 



## Sydney Cocktail Tables

(brushed steel)  
48"L 26"D 18"H

- A) C1W (white)
- C1WP (Powered)
- B) C1Y (black)
- C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

## Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)

## Regis Tables

(brushed metal)

### I) REGBEN Bench Table

47"L 15.5"D 16"H

### J) REGOTT End Table

16"L 15.5"D 16.5"H

## Silverado Tables

(glass, chrome)

### K) E1E End Table

24" Round 22"H

### L) C1E Cocktail Table

36" Round 17"H

## Oliver Tables

(walnut finish)

### M) EOLI End Table

22" Round 22"H

### N) COLI Cocktail Table

47"L 27"D 19"H

## Rustic Tables

(wood)

### O) ETBL E-Table

21"L 15.5"D 27.5"H

### P) TMBTBL Timber Table

16" Round 17"H

## Aura Round Table

### Q) AURA

(white metal)  
15" Round 22"H

## Edge LED Cube Table

### R) CUBTBL

(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

## Wireless Charging

### Table, Powered

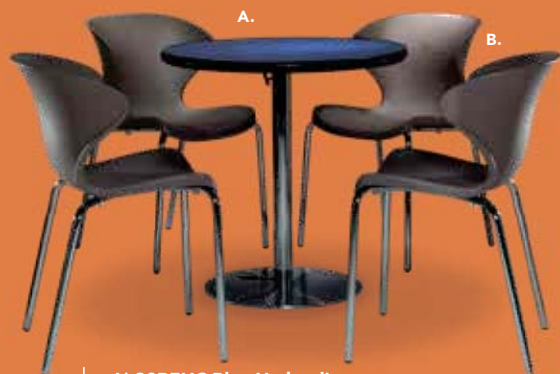
### S) CUBPOW

(white, AC plug-In)  
20"L 20"D 18"H



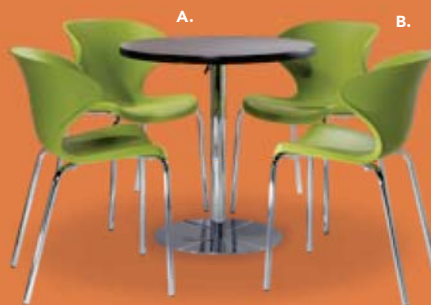


# Café Tables



**A) 30BEHC Blue Hydraulic  
Café Table**  
(chrome base, blue top)  
30"RND 29"H

**B) MALGRY Malba Chair**  
(gray)  
20"L 20"D 32"H



**A) 30MAHC Madison  
Hydraulic Café Table**  
(chrome base, gray acajou top)  
30"RND 29"H

**B) MALGRN Malba Chair**  
(green)  
20"L 20"D 32"H



**LUCHCL Lucent Chair**  
(frosted, acrylic)  
19.5"L 19.75"D 32.5"H

**30" Round Café Tables  
Standard Black Base**  
30" RND 29"H  
**A) 30WDBC** (wood top)  
**B) ZTB** (red top)

**Hydraulic Chrome Base**  
30" RND 29"H  
**C) 30WHHC** (white top)  
**D) 30STHC** (silver textured)

**E) CS4 Syntax Chair**  
(black, chrome)  
23"L 19"D 32.25"H

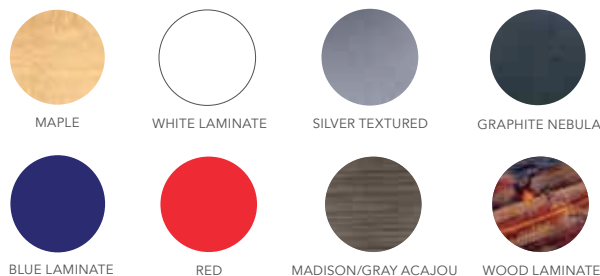


**HDG7FT  
Boxwood Hedge, 7'**  
36.5"L 12"D 84"H



# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



## Café Tables

Standard Black Base  
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

## Café Tables

Hydraulic Chrome Base  
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)

# Mix & Match

**Create the ultimate look.** Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



# Bar Tables



**A) 30WHHB**  
**30" Round Bar Table**  
 (white top, chrome  
 hydraulic base)  
 30" RND 45"H

**B) APS12**  
**Apex Barstool**  
 (blue ultra suede)  
 21"L 21"D 33"H

**C) RSTSQT**  
**Rustique Square Metal Bar Table**  
 (gunmetal)  
 23.75"L 23.75"D 41.25"H

**D) RSTSTL**  
**Rustique Barstool**  
 (gunmetal)  
 13"L 13"D 30"H



**HDG4FT**  
**Boxwood Hedge, 4'**  
 46"L 9"D 47"H



**E) 30BEHB**  
**30" Round Bar Table**  
 (blue top, chrome  
 hydraulic base)  
 30" RND 45"H

**F) LMBAR**  
**Laguna Barstool**  
 (maple, chrome)  
 18"L 20"D 47"H

# Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



## Bar Tables

Standard Black Base  
30" RND 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) 30WH42 (white)
- F) VTA (Madison/gray acajou)
- G) 30BEBB (blue)
- H) 30WDBB (wood)

36" RND 42"H

- I) VTW (white)
- J) VTN (graphite nebula)
- K) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" RND 45"H

- L) 30GRHB (graphite nebula)
- M) 30MTHB (maple)
- N) 30STHB (silver textured)
- O) 30BRHB (red)
- P) 30BEHB (blue)
- Q) 30WDHB (wood)

36" RND 45"H

- R) 36WTHB (white)
- S) 36GRHB (graphite nebula)
- T) 36MTHB (maple)

# Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

V) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H





# Barstools



A.

B.

C.

D.

## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

## Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

## Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

## I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

## J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

## M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

## N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



P.



Q.



R.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H

P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H

R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

# Conference Tables



## Powered Conference Table Module

(black) 5"L 2.25"D 2"H  
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



### 42" Round Conference Table

42"RND 29"H

A) CONF42 (white laminate)

B) CB1 (graphite nebula)

C) CB8 (Madison/gray acajou)



## MADISON

(Madison/gray acajou)

D) MADC05 5' Table

60"L 48"D 29"H

E) MADC08 8' Table

96"L 60"D 29"H

F) MADC10 10' Table

120"L 48"D 29"H





# Styles & Shapes

A. | B.



C.



D.



E.



F.



G.



H.



I.



J.



K. | L.



M.



## Atomic Round Tables

(glass, chrome)

A) 42ATO 42" RND 30"H

B) 36ATO 36" RND 30"H

## Geo Rounded Square Tables

42"L 42"D 29"H

C) CE1 (glass, chrome)

D) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

E) CF2 (glass, black)

F) CE2 (glass, chrome)

## G) MERLIN Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

## H) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

## Conference Tables

(graphite nebula)

I) CB3 8'

96"L 48"D 29"H

J) CB2 6'

72"L 42"D 29"H

## Conference Tables

(granite)

K) C508GR 8'

96"L 44"D 29"H

L) CT10GR 10'

120"L 46"D 29"H

M) CT06GR 6'

72"L 36"D 29"H

# Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



# Executive Seating

## Pro Executive High Back Chair

25"L 24"D 48"H

**A) PROEXE** (white vinyl)

**B) PROEXB** (black vinyl)

Adjustable height



A.

B.

## Pro Executive Guest Chair

24"L 22"D 36"H

**PROGB** (black vinyl)



## Pro Executive Mid Back Chair

24"L 22"D 40"H

**A) PROMID** (white vinyl)

**B) PROMDB** (black vinyl)

Adjustable height



A.

B.



## Task Stool

**TASKST**

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

# Communal and Powered Tables

Denotes AC and USB  
charging outlets



## Ventura BAR TABLES

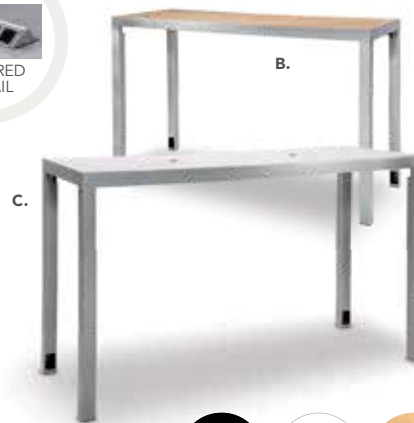
Choose from Powered, Solid or Grommet Hole Table Tops.



**LMBAR Laguna  
Barstool**  
(maple, chrome)  
18"L 20"D 47"H



POWERED  
DETAIL



C.



BLACK



WHITE



MAPLE

## Table Top Options

Colors not available in all table options. Please check options listed to the right.

## Ventura CAFÉ TABLES



A.



POWERED  
DETAIL



C.



D.



E.



B.

## Ventura Powered Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H  
**A) VNTBLK** (black top)  
**VNTWHT** (white top)

## Ventura Communal Bar Tables

(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
**B) VNTMNP** (solid)  
**VNTBMW** (grommets)  
White Top  
**C) VNTBWW** (grommets)  
**VNTWNP** (solid)  
Black Top  
**VNTBNP** (solid)

## Ventura Powered Café Tables

(silver frame)  
72.25"L 26.25"D 30"H  
**A) VNTCBK** (black top)  
**B) VNTCWH** (white top)

## Ventura Communal Café Tables

(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
**C) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**D) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**E) VNTCBN** (solid)

# Office Essentials



## MADISON

### A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

### B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

### C) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable

### D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

25"L 24"D 48"H Adjustable



## TECH POWERED DESK

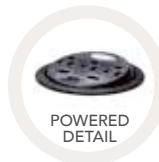


Denotes AC and USB charging outlets

A.



B.



C.



### A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)  
60"L 30"D 30"H

### B) TECH Tech Desk, Powered

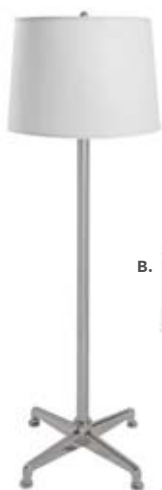
(black metal, laminate)  
60"L 30"D 30"H

### C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)  
16"L 20"D 28"H

## LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



## ACCENT LAMPS

Mason Lamps  
(brushed silver)

### A) LA15 Floor Lamp

18" RND 55"H

### B) LA14 Table Lamp

16" RND 26"H

## SHELVING

### C) PSHCCS

Posh Shelving  
(chrome, acrylic)  
36"L 18"D 72"H

### D) BC8

Madison Bookcase  
(gray acajou)  
36"L 12"D 72"H



# Show Essentials



Denotes AC and USB charging outlets



## Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

**HDG7FT**  
**Boxwood Hedge, 7'**  
36.5"L 12"D 84"H



### Midtown Powered Counter

60"L 18"D 42"H  
(pewter/glass)

**MTCPUL** (unlighted)

**MTCLPI** (lighted with plug-in)



(back)



**LMBAR**  
**Laguna Barstool**  
(maple, chrome)  
18"L 20"D 47"H

# Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



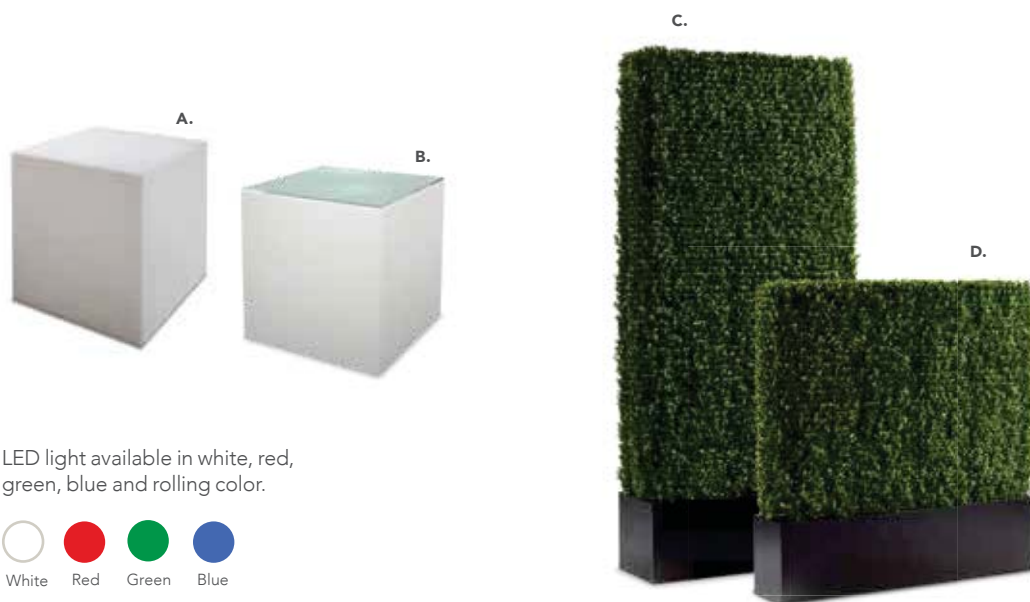
**Midtown Bar**  
60"L 18"D 42"H  
(pewter/glass)

**A) MTBUUL**  
(unlighted)

**B) MTBLPI**  
(lighted with plug-in)

**Apex Barstool**  
**C) APS12**  
(blue ultra suede)  
21"L 21"D 33"H

## LIGHTED & GREENERY PRODUCTS



LED light available in white, red, green, blue and rolling color.



**A) CUBL20 Edge LED Cube Ottoman**  
(white plastic)  
19"L 19"D 19"H  
A/C power only

**B) CUBTBL Edge LED Cube Table**  
(plexi top, white plastic)  
19"L 19"D 19"H  
A/C power only

**C) HDG7FT Boxwood Hedge, 7'**  
36.5"L 12"D 84"H  
**D) HDG4FT Boxwood Hedge, 4'**  
46"L 9"D 47"H





**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

## Cocktail and Occasional Tables

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

### Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$513.90	\$668.05	
	ALC100-Alondra, Glass/Chrome	\$619.50	\$805.35	
	ALC200-Alondra, Wood/Chrome	\$619.50	\$805.35	
	C1FWB-Geo, Wood/Black	\$542.10	\$704.75	
	C1C-Geo Rect., Glass/Chrome	\$464.65	\$604.05	
	COLI - Oliver Cocktail Table	\$443.50	\$576.55	
	C1W-Sydney, White	\$520.95	\$677.25	
	C1WP-Sydney White, <b>Powered!</b>	\$661.75	\$860.30	
	C1Y-Sydney, Black	\$520.95	\$677.25	
	C1YP-Sydney Black, <b>Powered!</b>	\$661.75	\$860.30	
	REGBEN-Regis Bench Table	\$531.50	\$690.95	
	SYDBEC-Sydney Cocktail Table	\$528.00	\$686.40	
	SYDWDC-Sydney Cocktail Table	\$480.00	\$624.00	

### Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$489.30	\$636.10	
	ALE100-Alondra, Glass/Chrome	\$447.05	\$581.15	
	ALE200-Alondra, Wood/Chrome	\$447.05	\$581.15	
	E1FWB-Geo, Wood/Black	\$471.70	\$613.20	
	E1C-Geo, Glass/Chrome	\$457.60	\$594.90	
	EOLI-Oliver End Table	\$394.25	\$512.55	
	E1W-Sydney, White	\$471.70	\$613.20	
	E1Y-Sydney, Black	\$471.70	\$613.20	
	CUBTBL-Edge LED Cube	\$366.10	\$475.95	
	AURA End Table	\$267.50	\$347.75	
	ETBL-E Table, Wood	\$330.90	\$430.15	
	TMBTBL Timber Table, Wood	\$316.80	\$411.85	
	REGOTT-Regis End Table	\$390.70	\$507.90	
	CUBPOW-Wireless Chrg Tbl, <b>Powered!</b>	\$796.80	\$1,035.85	
	SYDBEE - Sydney End Table	\$464.00	\$603.20	
	SYDWDE-Sydney End Table	\$464.00	\$603.20	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Exec Tables Furnishings: \$

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

6.250% Tax\*: \$

Amount Due: \$

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
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phone: (410) 737-9270  
fax: (410) 737-9274

**Discount Deadline Tuesday, September 10, 2019**

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### Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$485.75	\$631.50	
	END02W-Square, White Leather	\$485.75	\$631.50	
	END01B-Curved, Black Leather	\$774.40	\$1,006.70	
	END01W-Curved, White Leather	\$774.40	\$1,006.70	
	SAL Sally Stool	\$168.95	\$219.65	
	CUBL20-Edge Lighted Cube	\$366.10	\$475.95	
	WHT12-Half Bench, White Vinyl	\$696.95	\$906.05	
	BNQ7-Quarter Curve, White Vinyl	\$911.70	\$1,185.20	
	BNQR17-Ottoman Ring, White Vinyl	\$3,266.55	\$4,246.50	
	REGBEN Regis Bench, Brushed Metal	\$531.50	\$690.95	

### Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$746.25	\$970.15	
	BVLYBN Bev Bench Brown Fabric	\$746.25	\$970.15	
	BVLYGR Bev Bench Grey Fabric	\$746.25	\$970.15	
	BVLYLN Bev Bench Linen Fabric	\$746.25	\$970.15	
	BVLYOB Bev Bench Ocean Fabric	\$746.25	\$970.15	
	BVLYRD Bev Bench Red Fabric	\$746.25	\$970.15	
	BVLYWH Bev Bench White Vinyl	\$746.25	\$970.15	

### Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$344.95	\$448.45	
	MAR002-Marche Swivel, Grey	\$344.95	\$448.45	
	MAR003-Marche Swivel, Linen	\$344.95	\$448.45	
	MAR008-Marche Swivel, Mdw Grn	\$344.95	\$448.45	
	MAR009, Marche Swivel, Pear	\$344.95	\$448.45	
	MAR007-Marche Swivel, Plum	\$344.95	\$448.45	
	MAR004-Marche Swivel, Raspberry	\$344.95	\$448.45	
	MAR005-Marche Swivel, Red	\$344.95	\$448.45	
	MAR006-Marche Swivel, Rose Qtz	\$344.95	\$448.45	
	MAR001-Marche Swivel, White	\$344.95	\$448.45	

### Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$260.50	\$338.65	
	VIB02-Vibe Cube, Blue	\$260.50	\$338.65	
	VIB03-Vibe Cube, Pink	\$260.50	\$338.65	
	VIB04-Vibe Cube, Red	\$260.50	\$338.65	
	VIB05-Vibe Cube, Yellow	\$260.50	\$338.65	
	VIB06-Vibe Cube, Gold/Bronze	\$260.50	\$338.65	
	VIB07-Vibe Cube, Champagne	\$260.50	\$338.65	
	VIB08-Vibe Cube, Orange	\$260.50	\$338.65	
	VIB09-Vibe Cube, White Wtrproof	\$260.50	\$338.65	
	VIB10-Vibe Cube, Black Wtrproof	\$260.50	\$338.65	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$260.50	\$338.65	
	VIB12 Vibe Cube, Silver Vinyl	\$260.50	\$338.65	
	Vibe13-Vibe Cube, Purple Vinyl	\$260.50	\$338.65	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Ottomans: \$

6.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Soft Seating

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

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Deadline date to receive discounted pricing.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

### Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$3,439.05	\$4,470.75	
	SFA002- Allegro Sofa	\$1,295.35	\$1,683.95	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,548.80	\$2,013.45	
	SO2-3pc. South Beach, P. Suede	\$2,953.30	\$3,839.30	
	TANSOF-Tangiers Sofa, Beige	\$1,228.50	\$1,597.05	
	KEYSOF-Key Largo Sofa	\$876.50	\$1,139.45	
	FAIRSW-Fairfax Sofa	\$883.50	\$1,148.55	
	S01- South Beach Sofa, P.Suede	\$1,228.50	\$1,597.05	
	BSFWHT-Baja Sofa	\$1,568.00	\$2,038.40	

### Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$661.75	\$860.30	
	OCB-Key West Tub, Black	\$735.70	\$956.40	
	BCW-Madrid Chair, White	\$1,383.35	\$1,798.35	
	LABREA-La Brea Swivel Chair	\$760.30	\$988.40	
	HOPCH-Hopi Chair, Grey Linen	\$443.50	\$576.55	
	MNCHCC Munich Corner Chair	\$1,045.45	\$1,359.10	
	MNCHCH Munich Armless Chair	\$862.40	\$1,121.10	
	OCH Madrid Chair, Black	\$1,383.35	\$1,798.35	
	WENCHA-Wentworth Chair	\$608.00	\$790.40	

### Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$679.35	\$883.15	
	HOPLV-Hopi Loveseat, Grey Linen	\$689.90	\$896.85	
	TANLOV Tangiers Loveseat	\$1,281.30	\$1,665.70	
	BLVWHT Baja Loveseat White Vinyl	\$1,474.90	\$1,917.35	
	MNCHLV- Munich Armless Loveseat	\$1,531.20	\$1,990.55	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,302.40	\$1,693.10	

### Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$506.90	\$658.95	
	OCMWHT-Meeting Chair, White	\$464.65	\$604.05	
	OCMESP-Meeting Chair, Espresso	\$513.90	\$668.05	

### Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$1,006.70	\$1,308.70	
	NPLCHR-Naples Chair, Black Vinyl	\$1,080.65	\$1,404.85	
	TANCHR-Tangiers Chair, Beige	\$799.05	\$1,038.75	
	CHR002-Allegro Chair	\$908.15	\$1,180.60	
	KEYCHR-Key Largo Chair	\$580.80	\$755.05	
	FAIRCW-Fairfax Chair	\$637.10	\$828.25	

### Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- <b>Powered!</b>	\$4,248.65	\$5,523.25	
	BNQR17-Ottoman Ring, White Vinyl	\$3,266.55	\$4,246.50	
	BNQ7-Quarter Curve, White Vinyl	\$911.70	\$1,185.20	
	BNQTL7- Center Cone, White Vinyl	\$1,341.10	\$1,743.45	
	WHT12-Half Bench, White Vinyl	\$696.95	\$906.05	
	OTS-South Beach Wedge	\$587.85	\$764.20	

### Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$1,172.15	\$1,523.80	
	SFAPWR-Roma Sofa, powered	\$1,886.70	\$2,452.70	
	NPLCHP-Naples Chair, powered	\$1,172.15	\$1,523.80	
	NPLSOP-Naples Sofa, powered	\$1,886.70	\$2,452.70	
	NPLLOP-Naples Loveseat, powered	\$1,622.70	\$2,109.50	

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Total Soft Seating: \$

6.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_

Booth# \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Conference Tables and Group Seating

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

### Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$834.25	\$1,084.55	
	CE1-Geo Table, Sq. Chrome	\$587.85	\$764.20	
	CF1-Geo Table, Sq. Black	\$587.85	\$764.20	
	CE2-Geo Table, Chrome	\$834.25	\$1,084.55	
	CB2-6' Graphite Table	\$876.50	\$1,139.45	
	CB3-8' Graphite Table	\$1,031.35	\$1,340.75	
	CB1-42" Round, Graphite Nebula	\$711.05	\$924.35	
	C508GR-8', Granite	\$1,031.35	\$1,340.75	
	CT10GR-10', Granite	\$1,548.80	\$2,013.45	
	CT06GR-6', Granite	\$876.50	\$1,139.45	
	PWRUSB-Powered Table Module	\$140.80	\$183.05	
	CB8-42" Round Madison, Grey	\$320.30	\$416.40	
	MADC10-10' Madison, Grey	\$1,777.60	\$2,310.90	
	MADC05-5' Madison, Grey	\$890.55	\$1,157.70	
	MADC08-8' Madison, Grey	\$1,777.60	\$2,310.90	
	CONF42-42" Round, White lam	\$711.05	\$924.35	
	36ATO Atomic 36" Round, Glass	\$587.85	\$764.20	
	42ATO Atomic 42" Round, Glass	\$587.85	\$764.20	

### Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$119.70	\$155.60	
	RSTDIN-Rustique w/ arms, Gunmetal	\$242.90	\$315.75	
	CS8-Berlin Chair, Black	\$235.85	\$306.60	
	XCHR-Christopher Chr, White Vinyl	\$193.60	\$251.70	
	SC10 Razor Chair	\$144.30	\$187.60	
	SC3-Brewer Chair, Onyx	\$323.85	\$421.00	
	XC6-Altura Guest Chair	\$570.25	\$741.35	
	LMCHR-Laguna Chair, Maple/Chrome	\$274.55	\$356.90	
	MALGRY-Malba Chair, Grey	\$211.20	\$274.55	
	MALGRN-Malba Chair, Green	\$211.20	\$274.55	
	CS4-Syntax Chair, Black/Chrome	\$383.70	\$498.80	
	ZENCHR-Zenith Chair-White/Chrome	\$309.75	\$402.70	
	BLDCRD-Blade Chair	\$124.80	\$162.25	
	BLDCSB-Blade Chair	\$124.80	\$162.25	
	LUCHCL-Lucent Chair	\$336.00	\$436.80	
	MARCBE-Marina Chair, Ocn Blue	\$272.00	\$353.60	
	MARCBK-Marina Chair, Black Vnyl	\$272.00	\$353.60	
	MARCBR-Marina Chair, Brown	\$272.00	\$353.60	
	MARCRD-Marina Chair, Red	\$272.00	\$353.60	
	MARCWH-Marina Chair, White Vnyl	\$272.00	\$353.60	
	TASKST-Task Stool	\$272.00	\$353.60	

### Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	\$686.40	\$892.30	
	PROEXB-Executive Chair High Back	\$686.40	\$892.30	
	PROGB-Guest Executive Chair	\$482.25	\$626.95	
	PROMDB-Exec Mid-Back, Black	\$450.55	\$585.70	
	PROMID-Executive Chair Mid Back	\$436.50	\$567.45	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Conference: \$ \_\_\_\_\_  
6.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Café and Communal Tables

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code: M188781019

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

### Café Tables

#### Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$415.35	\$539.95	
	ZTP-36" Maple Top/Black Base	\$454.10	\$590.35	
	ZTJ-30" Graphite Top/Black Base	\$415.35	\$539.95	
	ZTN-36" Graphite Top/Black Base	\$454.10	\$590.35	
	ZTG-30" Silver Textured Top	\$415.35	\$539.95	
	ZTQ-36" White Laminate Top	\$454.10	\$590.35	
	ZTB-30" Red Top/Black Base	\$415.35	\$539.95	
	ZTA-30" Grey Top/Black Base	\$429.45	\$558.30	
	30WH29 -30" White Laminate	\$440.00	\$572.00	
	30BEBC-30" Blue Top/Black Base	\$416.00	\$540.80	
	30WDBC-30" Wood Top/Black Bas	\$416.00	\$540.80	

#### Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$556.15	\$723.00	
	30GRHC-Graphite Nebula, Chrome	\$556.15	\$723.00	
	30STHC-Silver Textured, Chrome	\$556.15	\$723.00	
	30BRHC-Brushed Red Top, Chrome	\$556.15	\$723.00	
	30MAHC-Grey Top, Chrome	\$556.15	\$723.00	
	30WHHC-White Laminate	\$601.90	\$782.45	
	30BEHC-Blue Top, Chrome	\$560.00	\$728.00	
	30WDHC-Wood Top, Chrome	\$560.00	\$728.00	

#### Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$605.45	\$787.10	
	36GRHC-Graphite Nebula, Chrome	\$605.45	\$787.10	
	36WTHC-White Top, Chrome	\$605.45	\$787.10	

### G30 and Ventura Communal Tables

#### 30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$944.00	\$1,227.20	
	VNTCMN-Maple Top, Silver Frame	\$944.00	\$1,227.20	
	VNTCWN-White Top, Silver Frame	\$944.00	\$1,227.20	
	VNTCMW-Maple, w/ Grmt	\$944.00	\$1,227.20	
	VNTCWW-White, w/ Grmt	\$944.00	\$1,227.20	
	VNTCBK-Black Top- <b>Powered!</b>	\$1,072.00	\$1,393.60	
	VNTCWH-White Top- <b>Powered!</b>	\$1,072.00	\$1,393.60	

#### 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBNP Communal Table Black Top	\$1,228.50	\$1,597.05	
	VNTMNP Communal Table Maple Top	\$1,228.50	\$1,597.05	
	VNTWNP Communal Table White Top	\$1,228.50	\$1,597.05	
	VNTBMW Comm Table Maple Top w/ Grom	\$1,228.50	\$1,597.05	
	VNTBWW Comm Table White w/ Grom	\$1,228.50	\$1,597.05	

### Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,450.25	\$1,885.35	
	VNTWHT Communal Table White Top	\$1,450.25	\$1,885.35	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Total Cafe: \$ \_\_\_\_\_

6.250% Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.

Tax rate subject to change. Tax rate at the time of event will be utilized.





## Bar Tables, Barstools, Bars

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

### Bar Tables - All Black Base

### Barstools

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	VTK-30" Maple Top/Black Base	\$457.60	\$594.90			BST-Banana, White/Chrome	\$461.10	\$599.45	
	VTP-36" Maple Top/Black Base	\$489.30	\$636.10			BSS-Banana, Black/Chrome	\$461.10	\$599.45	
	VTJ-30" Graphite Top/Black Base	\$457.60	\$594.90			BS001-Shark, Swivel White	\$587.85	\$764.20	
	VTN-36" Graphite Top/Black Base	\$489.30	\$636.10			BS002-Zoey, Swivel White	\$538.55	\$700.10	
	VTG-30" Silver Textured Top	\$457.60	\$594.90			BS003-Zoey, Swivel Black	\$538.55	\$700.10	
	VTW-36" White Laminate Top	\$489.30	\$636.10			RSTSTL-Rustique Barstool, Gunmetal	\$267.50	\$347.75	
	VTB-30" Red Top/Black Base	\$457.60	\$594.90			APS08-Apex Black Vinyl	\$415.35	\$539.95	
	30WH42 30" White Laminate,	\$482.25	\$626.95			APS59-Apex Red Vinyl	\$415.35	\$539.95	
	VTA-30" Grey Top/Black Base	\$457.60	\$594.90			APS75-Apex White Vinyl	\$415.35	\$539.95	
	RSTSQT Rustique Square Metal Bar Table	\$506.90	\$658.95			APS12-Apex Blue Ultra Suede	\$415.35	\$539.95	
	30BEBB-Blue Top/Black Base	\$464.00	\$603.20			XBAR-Christopher White Vinyl	\$334.40	\$434.70	
	30WDBB-Wood Top/Black Base	\$464.00	\$603.20			LMBAR-Laguna, Maple/Chrome	\$344.95	\$448.45	

### Bar Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	30GRHB-Graphite Nebula, Chrome	\$556.15	\$723.00			BSR-Syntax, Black/Chrome	\$418.90	\$544.55	
	30MTHB-Maple Top, Chrome	\$556.15	\$723.00			ZENBAR-Zenith, White/Chrome	\$309.75	\$402.70	
	30STHB-Silver Texture, Chrome	\$556.15	\$723.00			BSC-Oslo, White	\$485.75	\$631.50	
	30BRHB-Brushed Red, Chrome	\$556.15	\$723.00			ROLLBL-Lift Barstool, Black Vinyl	\$390.70	\$507.90	
	30WHHB White Laminate, Chrome	\$601.90	\$782.45			ROLLGY-Lift Barstool, Grey Vinyl	\$390.70	\$507.90	
	30MAHB-Grey Top, Chrome	\$556.15	\$723.00			ROLLRD-Lift Barstool, Red Vinyl	\$390.70	\$507.90	
	30BEHB-Blue Top, Chrome	\$560.00	\$728.00			ROLLWH-Lift Barstool, White Vinyl	\$390.70	\$507.90	
	30WDHB-Wood Top, Chrome	\$560.00	\$728.00			BLDBRD-Blade, Red	\$240.00	\$312.00	
						BLDBSB-Blade, Sky Blue	\$240.00	\$312.00	
						LUBSCL- Frosted, Acrylic	\$480.00	\$624.00	

### Bar Tables - Chrome Base 36", Hydraulic

### Bars and Counters

	36GRHB-Graphite Nebula, Chrome	\$605.45	\$787.10			MTBLPI-Midtown Bar, Lighted	\$2,736.00	\$3,556.80	
	36MTHB, Maple Top, Chrome	\$605.45	\$787.10			MTBUUL-Midtown Bar, unlighted	\$2,560.00	\$3,328.00	
	36WTHB-White Top, Chrome	\$605.45	\$787.10			MTCLPI- Midtown Counter, Lighted	\$2,736.00	\$3,556.80	
						MTCPUL- Midtown Counter, Unlighted	\$2,576.00	\$3,348.80	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Bar: \$

6.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature





## Executive Accessories

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

Event Code:

M188781019

email

[baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone

(410) 737-9270

fax

(410) 737-9274

### Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$950.40	\$1,235.50	
	JD8-Madison Executive Desk, Grey	\$1,122.90	\$1,459.75	
	BC8-Madison Bookcase, Grey	\$813.10	\$1,057.05	
	TECH3B-Tech Desk w/drawers- <b>Powered!</b>	\$1,031.35	\$1,340.75	
	TECH-Tech Desk- <b>Powered</b>	\$834.25	\$1,084.55	
	TECH3-3-drawer File Cabint w/Castor	\$274.55	\$356.90	

### Work & Multi-Use Tables

Qty.	Item	Discount	Regular	Amount
	MERLIN-Multi Use Table	\$637.10	\$828.25	
	WD3-Work Table	\$612.50	\$796.25	

### Product Display- Shelving

Qty.	Item	Discount	Regular	Amount
	PSHCCS-Posh Shelving	\$953.90	\$1,240.05	

### Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking- <b>Powered!</b>	\$932.80	\$1,212.65	
	PDL42B-Ped, Locking- <b>Powered!</b>	\$1,105.30	\$1,436.90	
	PDL36W-Ped, Locking- <b>Powered!</b>	\$932.80	\$1,212.65	
	PDL42W-Ped, Locking- <b>Powered!</b>	\$1,105.30	\$1,436.90	

### Lamps

Qty.	Item	Discount	Regular	Amount
	LA15-Mason Silver Floor Lamp	\$408.30	\$530.80	
	LA14-Mason Silver Table Lamp	\$267.50	\$347.75	

### Hedge Walls

Qty.	Item	Discount	Regular	Amount
	HDG4FT-Boxwood Hedge, 4ft	\$816.00	\$1,060.80	
	HDG7FT-Boxwood Hedge, 7ft	\$1,328.00	\$1,726.40	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Accessories: \$

6.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_

Contact Name

Contact Email Address



Card Holder Signature



## Graphics and Signs

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

**Discount Deadline Friday, August 30, 2019**

Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

**Sign prices are based on customer supplying print-ready graphics in the requested format.**

**Foam Core Signs, Single sided**

**Vinyl Banners with Digital Printing**

Qty.	Code	Item	Discount	Regular	Amount	Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$268.00	\$348.40			70065	Grommets, per sq. ft.- Vertical	\$34.00	\$44.20	
	70010	Horz., 22" x 28"	\$268.00	\$348.40			70071	Grommets, per sq. ft. - Horizontal	\$34.00	\$44.20	
	70011	Vertical, 28" x 44"	\$408.25	\$530.75			70066	Pockets, per sq. ft. - Vertical	\$36.55	\$47.50	
	70012	Horz., 28" x 44"	\$408.25	\$530.75			70072	Pockets, per sq. ft.- Horizontal	\$36.55	\$47.50	
	70027	Meterboard, 38.25" x 90.75", trovicil panel	\$826.25	\$1,074.15							
	70138	39"x84" Meterboard, Ultraboard	\$480.00	\$624.00							

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

### Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$72.80	\$94.65	
	70021	Velcro, per ft, min. 5 ft.	\$4.70	\$6.10	
	70004	7" x 44" ID Sign	\$80.15	\$104.20	
	50094	Floor Easel	\$71.85	\$93.40	
	50095	22x28 Sign Holder	\$163.60	\$212.70	
	50508	Cardboard Meterboard base, blk	\$32.00	\$41.60	

### Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$285.10	\$370.65	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Due to the custom nature of this product, no refunds or cancellations are available once ordered.

Total Graphics: \$ \_\_\_\_\_  
6.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_  
BOOTH: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Graphic Upload Info

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Upload Deadline Friday, August 30, 2019**

Orders with complete Payment Authorization and graphics must be received before  
Upload Deadline date

Event Code:	M188781019
email	<a href="mailto:baltimore@shepardes.com">baltimore@shepardes.com</a>
phone	(410) 737-9270
fax	(410) 737-9274

All graphic files for ordered products should be uploaded to our FTP site.

**Address:** [https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/10\\_e%20%09International%20Symposium%20on%20Microelectronics/Exhibitor%20Uploads](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/10_e%20%09International%20Symposium%20on%20Microelectronics/Exhibitor%20Uploads)

**Username:** **sesftp**

**Password:** **ftpftp**

- 1 Name your files in this format: Company Name\_Booth#\_Panel Letter **example:** **Shepard\_1905\_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or  
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **baltimore@shepardes.com**  
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

Event Code: M188781019  
email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone: (410) 737-9270

## ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program	File Extension	Special Considerations
Adobe Acrobat	.pdf	Create using a high-quality output.*
Adobe Illustrator	.ai, .eps	Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.
Adobe InDesign	.indd, .idml	Fonts changed to outlines** or a packaged file.
Adobe Photoshop	.tiff, .psd, .eps	Raster artwork. File should be in CMYK color space.

**WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.**

## FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

## ARTWORK GUIDELINES

### Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

## COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

## ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

### Vector

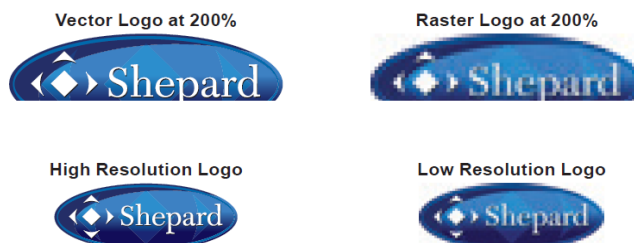
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

### Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

### Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.



## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Order Deadline Friday, August 30, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

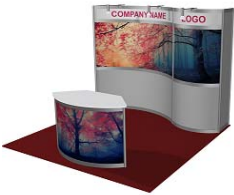
Event Code: M188781019  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

### Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?

Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

#### The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$5,096.90	\$6,625.95
66471		The Eddie- 10' x 20'	\$8,299.90	\$10,789.85
66474		The Jonathon - 10' x 10'	\$3,555.75	\$4,622.50
66475		The Jonathon - 10' x 20'	\$6,224.00	\$8,091.20

#### The Jonathon

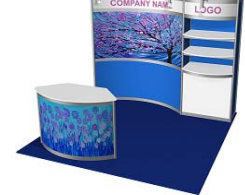


#### The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$4,410.50	\$5,733.65
66478		The Pierce - 10' x 20'	\$8,374.30	\$10,886.60
66484		The Madison - 10' x 10'	\$5,348.50	\$6,953.05
66485		The Madison - 10' x 20'	\$6,338.90	\$8,240.55

#### The Madison



#### The Grant

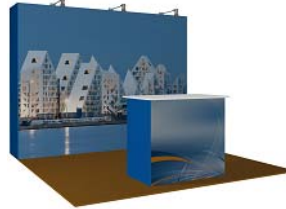


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$5,645.50	\$7,339.15
66487		The Grant- 10' x 20'	\$7,824.55	\$10,171.90
66492		The Harrison - 10' x 10'	\$5,190.00	\$6,747.00
66493		The Harrison - 10' x 20'	\$7,626.40	\$9,914.30

#### The Harrison



#### The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$3,616.55	\$4,701.50
66468		The Hamilton- 10' x 20'	\$6,335.75	\$8,236.50
66473		The Lucy - 10' x 10'	\$3,268.50	\$4,249.05

#### The Lucy



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibits Department with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Inline Rentals: \$ \_\_\_\_\_  
 6.250% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Order Deadline Friday, August 30, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

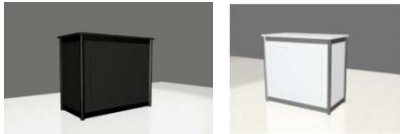
Event Code: M188781019  
 email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
 phone: 404-720-8652  
 fax: 404-720-8757

## Choose Your Counter & Customize to Fit Your Exhibit!

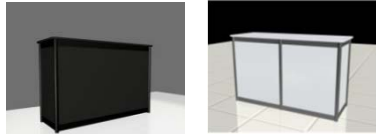
Color choices for all products Metal Colors Black (06) Silver (15) Panel Colors Black (06) White (03)

### Locking Cabinets

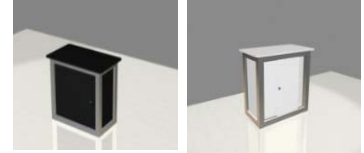
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$1,253.10	\$1,629.05		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,520.65	\$1,976.85		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$924.30	\$1,201.60	Silver Only	

### Reception Counters

RC2



RC3



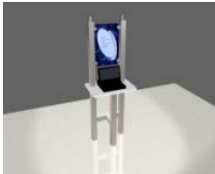
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size:
66275		RC2	4' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$1,288.65	\$1,675.25			Contact Us to Customize
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$2,795.35	\$3,633.95			1075mm x 885mm

### Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,625.60	\$2,113.30		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$947.50	\$1,231.75		380mm x 580mm

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Counter Rentals: \$  
 6.250% Tax\*: \$  
 Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## International Symposium on Microelectronics

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October 1 - 2, 2019

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Event Code: M188781019

email [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

phone 404-720-8652

fax 404-720-8757

## Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays Metal Colors Black (06) Silver (15)

Panel Colors Black (06) White (03)

### Product Displays

#### Gondolas



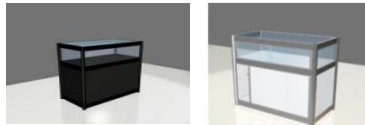
#### GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$878.10	\$1,141.55			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$868.00	\$1,128.40	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,496.25	\$1,945.15	Silver Only	NA	674mm x 1682mm

### Showcases

#### Quarterview



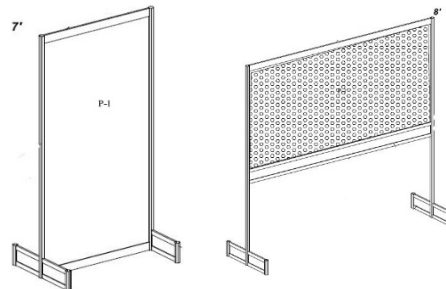
#### Square



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,690.65	\$2,197.85		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,824.70	\$2,372.10		

### Perforated/Peg Boards

Code	Qty	Item	Product Size	Discount	Regular
50064		PerfH	4'x8' Pegboard panel	\$426.90	\$554.95
50065		PerfV	4'x8' Pegboard panel	\$426.90	\$554.95
50104		6" Pegs	6" Pegs 1 dozen	\$69.70	\$90.60



PCS

### Charging Units

Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,872.30	\$3,734.00	Black Only	250mm x 700mm

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Custom Product Display Rentals: \$

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

6.250% Tax\*: \$

Amount Due: \$

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

**Order Deadline Friday, August 30, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: M188781019  
email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone: 404-720-8652  
fax: 404-720-8757

### 10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$3,360.90	\$4,369.15
66558		FX2M1 10' w/Monitor	\$6,080.10	\$7,904.15

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Monitor 66620

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$4,112.50	\$5,346.25
66562		FX2M1H 10' w/Monitor	\$6,831.70	\$8,881.20

Side panel colors are either white or black

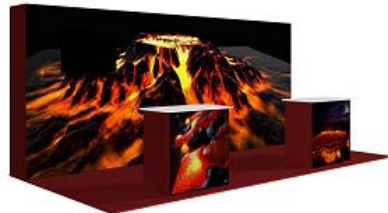
Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620

### 10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$5,825.60	\$7,573.30
66560		FX2M2 10' x 20' w/Monitor	\$8,544.80	\$11,108.25
66567		FX2H2 10' x 20'	\$6,497.85	\$8,447.20
66563		FX2M2H 20' w/Monitor	\$9,217.05	\$11,982.15

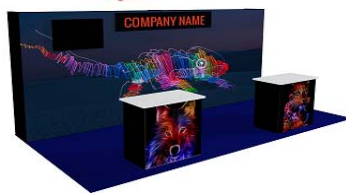
Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

Monitor 66620



**\*\*Please Note\*\*** Carpet is not included, to order please refer to the Carpet Order form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact a Exhibit Team member with any customization requests at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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Total Fabex Rental: \$  
6.250% Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Fabex Backlit Booth Rentals

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Order Deadline Friday, August 30, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: M188781019  
email [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone 404-720-8652  
fax 404-720-8757

### Freestanding 8' high Backlit Backwalls with Full Color Graphics

#### FX 11- 8'h x 10'



**Step 1:** Choose Your Booth Size

**Step 2:** Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$3,388.95	\$4,405.65	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$5,237.45	\$6,808.70	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$7,085.90	\$9,211.65	8992mm x 2436mm

Carpet/Flooring, Furnishings, Power and Accessories not included.

#### FX 12- 8'h x 20'



#### FX 13- 8' h x 30'



All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Fabex Backlit: \$  
6.250% Tax\*: \$  
Amount Due: \$

Company Name: \_\_\_\_\_

BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Island Booth Rentals

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Order Deadline Friday, August 30, 2019**

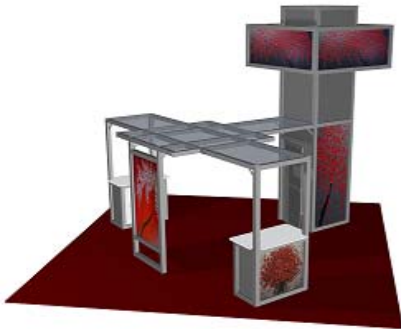
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: M188781019  
email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)  
phone: 404-720-8652  
fax: 404-720-8757

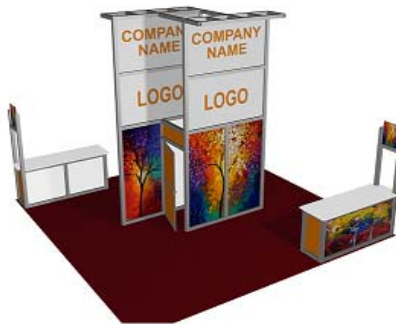
## Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits Team member to get started!

### The Monroe

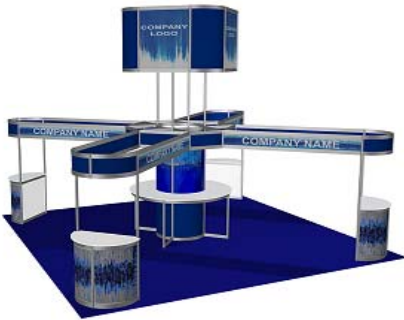


### The Tyler

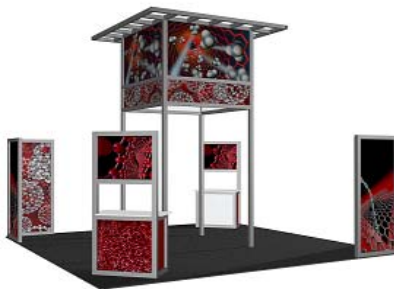


Code	Qty	Item	Discount	Regular
66494		The Monroe	\$12,974.80	\$16,867.25
66368		The Washington	\$18,620.40	\$24,206.50
66495		The Tyler	\$13,856.40	\$18,013.30
66496		The Garfield	\$13,569.05	\$17,639.75

### The Washington



### The Garfield



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. \* All tax rates are subject to change.

Total Island Rentals: \$ \_\_\_\_\_  
6.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

**Order Deadline Friday, August 30, 2019**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after deadline date may not be available.

Event Code: M188781019  
email: [essrentals@shepardes.com](mailto:essrentals@shepardes.com)  
phone: (410) 737-9270  
fax: (410) 737-9274

## Attention Getting • High Visibility • Great Branding

### Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN		HSC10	HSC16
Code	Size	Discount*	Regular
69140	10' x 48"	\$8,171.30	\$10,622.70
69142	16' x 48"	\$12,986.80	\$16,882.85



SQUARE DESIGN		HSS10	
Code	Size	Discount*	Regular
69143	10' x 48"	\$9,936.25	\$12,917.15

**All Rentals Include:**

**Dye sublimation printed fabric pillow case**

**Rental frame**

**Blockout liner**

**Basic harness**

**Weights under 75 pounds**

**Rigging not included**



TRIANGULAR DESIGN			HST10
Code	Size	Discount*	Regular
69144	10' x 48"	\$8,040.40	\$10,452.50



WAVE DESIGN		HSWS	HSWD
Code	Size	Discount*	Regular
69145	10' x 48" Single	\$3,540.95	\$4,603.25
69146	10' x 48" Double	\$4,711.85	\$6,125.40

Graphics must be received prior to the Order Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

**Don't forget to also place an order for building and hanging your sign!**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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Total Hanging Sign Rental: \$ \_\_\_\_\_  
6.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.

Tax rate subject to change. Tax rate at the time of event will be utilized.

**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, **send it to the advance shipping warehouse** address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

<b>R U S H</b>	<b>ADVANCE WAREHOUSE HANGING SIGN</b>	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	Shepard Expo c/o UPS Freight 80 Concord St North Reading, MA 01864 Delivery Hours: M-F, 8-4:30 PM
	For:	International Symposium on Microelectronics First day freight can arrive w/o a surcharge: <b>September 3, 2019</b> Last day freight can arrive w/o a surcharge: <b>September 23, 2019</b>

<b>R U S H</b>	<b>ADVANCE WAREHOUSE HANGING SIGN</b>	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	Shepard Expo c/o UPS Freight 80 Concord St North Reading, MA 01864 Delivery Hours: M-F, 8-4:30 PM
	For:	International Symposium on Microelectronics First day freight can arrive w/o a surcharge: <b>September 3, 2019</b> Last day freight can arrive w/o a surcharge: <b>September 23, 2019</b>





## Structural Integrity Statement

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Deadline: Tuesday, September 10, 2019**

Event Code: M188781019

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

**This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.**

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**International Symposium on Microelectronics  
Hynes Convention Center  
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

**Exhibiting Company** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized Name (printed)** \_\_\_\_\_

**Email** \_\_\_\_\_

**Display House/Builder (if applicable)** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorized Name (printed)** \_\_\_\_\_

**Email** \_\_\_\_\_



**International Symposium on Microelectronics**  
Hynes Convention Center - Boston, Massachusetts  
October 1 - 2, 2019

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email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone (410) 737-9270  
fax (410) 737-9274

### Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

**Shepard** is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

**Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.**

**Only** Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

**All signs**, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

**Include engineer-stamped drawings** with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the **Advance Hanging Sign Shipping Label**.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

### Hanging Sign Checklist

- ☐ Complete and Submit Payment Authorization Form
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Monday, September 23, 2019**

**Have questions or need more help? Our knowledgeable staff is ready to assist...give us a call!**



# Overhead Rigging

## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

Event Code: M188781019

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

### Discount Deadline Tuesday, September 10, 2019

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

#### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 4:30 pm

DT - Double-time: All day Sunday, all other hours and Holidays

**Step One:** Tell Us About Your Sign **Type:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal ☐ Other \_\_\_\_\_

**Shape:** ☐ Square ☐ Triangle ☐ Rectangle ☐ Circle ☐ Other \_\_\_\_\_

**Size:** Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_ # of Feet from floor to top of sign \_\_\_\_\_

### Step Two: Order Assembly/Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

#### Sign Assembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$227.50	\$295.75	\$
69151	OT		\$341.25	\$443.65	\$
69152	DT		\$455.00	\$591.50	\$

Exhibitor

Contact \_\_\_\_\_

Date of Assembly \_\_\_\_\_ Start Time \_\_\_\_\_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

#### Sign Disassembly Labor-Exhibitor Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$227.50	\$295.75	\$
69154	OT		\$341.25	\$443.65	\$
69155	DT		\$455.00	\$591.50	\$

Exhibitor

Contact \_\_\_\_\_

Date of Disassembly \_\_\_\_\_ Start Time \_\_\_\_\_

**Step Three:** Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

#### Rigging Installation/In Booth Scissor Lifts

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$910.00	\$1,183.00	\$

#### Scissor Lift Install

68120		\$910.00	\$1,183.00	
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**Date of Install** \_\_\_\_\_ **Start Time** \_\_\_\_\_

\*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

#### Sign Assembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69190	ST		\$295.75	\$384.50	\$
69191	OT		\$443.63	\$576.70	\$
69192	DT		\$591.50	\$768.95	\$

Rigging Inspection Fee: Applicable rates will be charged accordingly 69127

How many laborers will you require? \_\_\_\_\_

#### Sign Disassembly Labor-Shepard Supervised

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69193	ST		\$295.75	\$384.50	\$
69194	OT		\$443.63	\$576.70	\$
69195	DT		\$591.50	\$768.95	\$

How many laborers will you require? \_\_\_\_\_

#### Rigging Removal/In Booth Scissor Lifts

Code	Est Total Hours	Discount	Regular	Est Amount
69157		\$910.00	\$1,183.00	\$

#### Scissor Lift Removal

68121		\$910.00	\$1,183.00	
-------	--	----------	------------	--

**Date of Removal** \_\_\_\_\_ **Start Time** \_\_\_\_\_

Total Overhead Rigging: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



## Overhead Rigging Equipment

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

**Discount Deadline Tuesday, September 10, 2019**

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

Event Code: M188781019  
email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)  
phone (410) 737-9270  
fax (410) 737-9274

### Truss\*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$38.50	\$50.05	
6909406		12" Black Box Truss (Per FT)	\$38.50	\$50.05	
6903815		12" Silver Corner Block	\$144.25	\$187.55	
6903806		12" Black Corner Block	\$144.25	\$187.55	
70067		Design Fee (Hourly)	\$240.40	\$312.50	

\*If you are ordering truss, you also need to order motors!

### Truss Details

(Quantity & Size) \_\_\_\_\_

### Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$817.45	\$1,062.70	
69016		Half Ton Hoist/Chain Motor	\$721.30	\$937.70	
69101		1/4 Ton Hoist/Chain Motor	\$432.70	\$562.50	
69019		Rotating Motor 500 LB Limit	\$769.30	\$1,000.10	
69020		Rotating Motor 200 LB Limit	\$432.70	\$562.50	

Rotate Clockwise  
(right)

☐

Rotate Counterclockwise  
(left)

☐

### Include the following items with your **Truss and Motor** Order:

- ☐ Hanging Sign Instructions
- ☐ Sign/Hanging Diagram
- ☐ Placement Grid
- ☐ Overhead Rigging Labor Order

Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

No refunds or exchanges once item has been delivered to your booth.

Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Equipment cancellations must be made in writing within 14 days of exhibitor move in.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Rigging Equipment: \$ \_\_\_\_\_  
6.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

**LABOR**

Maryland is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

**EXHIBIT LABOR JURISDICTION**

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

**MATERIAL/FREIGHT HANDLING JURISDICTION**

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

**GRATUITIES /BREAKS**

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

**IN GENERAL**

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

**SAFETY**

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



# SHEPARD BLUE Supervised Labor

## International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

### Discount Deadline Tuesday, September 10, 2019

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

#### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 4:30 pm

DT - Double-time: All day Sunday, all other hours and Holidays

#### Shepard Blue Supervised Install Labor

Code	Discount	Regular	Estimate
68066 ST	\$236.60	\$307.60	
68067 OT	\$354.90	\$461.35	
68068 DT	\$473.20	\$615.15	

#### Shepard Blue Supervised Dismantle Labor

Code	Discount	Regular	Estimate
68070 ST	\$236.60	\$307.60	
68071 OT	\$354.90	\$461.35	
68072 DT	\$473.20	\$615.15	

Booth Size: \_\_\_\_\_ X \_\_\_\_\_

\*\*Pricing includes Supervisory fee of 30% over standard labor .

#### Step One:

Choose Your **Service**

- ☐ Installation  
☐ Dismantling  
☐ Both

#### Step Two:

How Many **People**?

- # \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Three:

How Many **Hours**?

- # \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Four:

When Should the Build be **Complete**?

- Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Step Five: Tell Us About Your Exhibit!

(this portion **must be completed** before Shepard can begin any work on your exhibit)

#### Inbound Freight

☐ Advance Warehouse

☐ Direct to Show site

Carrier Name \_\_\_\_\_

Tracking or Pro # \_\_\_\_\_

Estimated Arrival Date \_\_\_\_\_

# of Pieces \_\_\_\_\_ Estimated Weight \_\_\_\_\_

#### Set Up Information:

Company Contact Name: \_\_\_\_\_

Email \_\_\_\_\_

Cell Phone # \_\_\_\_\_

#### Drawings/Photos/ Instructions:

- ☐ Attached  
☐ Emailed to Shepard  
☐ With the Exhibit  
☐ In crate # \_\_\_\_\_

#### Graphics:

- ☐ With Exhibit  
☐ Shipped Separately

#### Electrical Placement

(exhibitor is responsible to order)

- ☐ Emailed to Shepard  
☐ Drawing Attached  
☐ Drawing with Exhibit  
☐ Run under carpet

#### Other Services

#### Ordered:

- ☐ Overhead Rigging  
☐ Cleaning  
☐ AV

#### Carpet:

- ☐ Ordered from Shepard  
☐ Exhibitor Owned Carpet  
☐ Carpet Padding

#### Outbound Shipping:

- # of Crates \_\_\_\_\_  
# of Cartons \_\_\_\_\_  
# of Fiber Cases \_\_\_\_\_  
# of Pallets \_\_\_\_\_

#### Method:

- ☐ Ground  
☐ 2-Day Air  
☐ Next Day Air  
☐ Other

If Your Carrier doesn't show?

- ☐ Reroute with SLS  
☐ Send to advance warehouse for pick up (\$400 minimum charge)

Phone # \_\_\_\_\_

Must Arrive at Destination By: \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_

\*Allow time for empty return when scheduling your pick up

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: \_\_\_\_\_

Estimated **SES Blue** Labor: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature





## Exhibitor Supervised Labor

### International Symposium on Microelectronics

Hynes Convention Center - Boston, Massachusetts

October 1 - 2, 2019

### Discount Deadline Tuesday, September 10, 2019

Order with complete Payment Authorization must be received before Discount  
Deadline date to receive discounted pricing.

#### Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday: 8:00 am - 4:30 pm

DT - Double-time: All day Sunday, all other hours and Holidays

**Exhibitors may not operate any type of mechanical or powered equipment.**

Event Code: M188781019

email [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

phone (410) 737-9270

fax (410) 737-9274

### Exhibitor Supervised Install Labor

Code		Discount	Regular	Estimate
68060	ST	\$182.00	\$236.60	
68061	OT	\$273.00	\$354.90	
68062	DT	\$364.00	\$473.20	

### Exhibitor Supervised Dismantle Labor

Code		Discount	Regular	Estimate
68063	ST	\$182.00	\$236.60	
68064	OT	\$273.00	\$354.90	
68065	DT	\$364.00	\$473.20	

#### Step One:

Choose your service

- ☐ Installation  
☐ Dismantling  
☐ Both

#### Step Two:

How many people?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Three:

How many hours?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Four:

Carpet:

- ☐ Ordered from Shepard  
☐ Exhibitor Owned Carpet  
☐ Carpet Padding

#### Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders  
☐ Lifts  
☐ Special Tools: \_\_\_\_\_

Details: \_\_\_\_\_

#### Step Six: Schedule

	Date	Start Time	End Time
Installation Request			
Dismantle Request			

Requested times are not guaranteed and are based on availability.

#### Step Seven: Onsite Contact Info

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

Company Name: \_\_\_\_\_

Labor Estimate \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

Booth # \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

# Exhibitor Ordering Guide

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

JANUARY 1, 2019 - DECEMBER 31, 2019

*Prepared Exclusively for:*

**International Microelectronics Assembly and Packaging Society 2019**

**September 30 - October 3, 2019**



*Signature*  
**BOSTON™**

Remarkable experiences.  
Imagination realized.™

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# Introduction

## **On behalf of the Massachusetts Convention Center Authority, welcome to Boston!**

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or [exhibitorservices@SignatureBoston.com](mailto:exhibitorservices@SignatureBoston.com), and we will be happy to assist you!

# General Information

## ORDERING POLICIES & PROCEDURES

### Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective through the before move-in begins. On-site rates will apply to orders received once move in has begun.

### Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, [www.SignatureBoston.com](http://www.SignatureBoston.com). Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

### Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

### Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

### Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

### General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

# Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 VOLT & 480 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses ( ), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$360.00	\$450.00	\$540.00
208v single phase 60 amp	\$685.00	\$855.00	\$1,025.00
208v single phase 100 amp	\$1,050.00	\$1,310.00	\$1,575.00
208v three phase 30 amp (nema l21-30p)	\$650.00	\$810.00	\$975.00
208v three phase 60 amp	\$980.00	\$1,225.00	\$1,470.00
<b>Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.</b>			
208v three phase 100 amp	\$1,555.00	\$1,945.00	\$2,330.00
208v three phase 200 amp	\$2,965.00	\$3,710.00	\$4,450.00
208v three phase 400 amp	\$5,240.00	\$6,550.00	\$7,860.00
480v three phase 30 amp	\$990.00	\$1,235.00	\$1,485.00
480v three phase 60 amp	\$1,715.00	\$2,145.00	\$2,570.00
480v three phase 100 amp	\$3,165.00	\$3,960.00	\$4,750.00
480v three phase 200 amp	\$6,290.00	\$7,865.00	\$9,440.00

STANDARD CONNECTIONS (120 VOLT POWER)	DISCOUNT	STANDARD	ON-SITE
<b>500 watt box</b> One 5 amp circuit and one receptacle or plug point	\$125.00	\$155.00	\$190.00
<b>1000 watt box</b> One 10 amp circuit and two receptacles or plug points	\$165.00	\$205.00	\$245.00
<b>2000 watt box</b> One 20 amp circuit and a minimum of three receptacles or plug points	\$205.00	\$255.00	\$310.00
<b>4000 watt box</b> Two 20 amp circuits and a minimum of three receptacles or plug points	\$240.00	\$295.00	\$355.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>25' round extension cords</b> 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end.  <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$36.00	\$45.00	\$55.00
<b>6 Port Power Strip</b>	\$25.00	\$25.00	\$25.00
<b>24 hour power</b> If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power.  In general, electrical service begins half an hour before the show and ends one hour after the show closes.	<b>Add 50% to Initial Connection Rate</b>		



## OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the JB Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

## Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
  - » Hire labor from the General Service Contractor;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
  - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

## Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$90.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

## FREQUENTLY ASKED QUESTIONS

### If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

**How do I know if I need a 208V or 480V connection?**

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

**How do I know how much power I need to order?**

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop . . . . . 250-550 watts
- Lead Retrieval . . . . . 300-500 watts
- Standard Plasma TV . . . . . 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

**I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?**

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

**I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?**

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

# Telephone Services

*The MCCA offers a variety of telephone services through our experienced in-house telephone technicians.*

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Single-Line Service (Analog)</b> Service includes one phone number and a complimentary simple handset. Line usage included.	\$295.00	\$365.00	\$440.00
<b>Multi-Line Service (Digital)</b> Service includes one phone number with multiple line appearances and rental of one digital display phone. Equipment must be returned at the close of the show. Line usage included.	\$425.00	\$530.00	\$635.00
<b>Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$325.00	\$410.00	\$490.00
<b>Polycom Speaker Phone Service (Analog)</b> Service includes one phone number and rental of one polycom speaker phone. Equipment must be returned at the close of the show. Line usage included.	\$380.00	\$475.00	\$570.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Call Waiting (per phone line)</b> Allows user to know when another call is coming in.	\$50.00	\$65.00	\$80.00
<b>Voicemail (per phone line)</b> Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$65.00	\$80.00
<b>ISDN/BRI Service</b> ISDN lines support video and CODEC applications. ISDN lines can be arranged by contacting your Event Services Manager two weeks prior to show. Exhibitors can select one of two long distance carriers: AT&T or Verizon. Line usage will be billed per the selected carrier's rate after the close of the show.	\$305.00	\$385.00	\$460.00
<b>Polycom Videoconference Rental w/ISDN</b> This service is used to connect from the MCCA's facility to an external/remote site with like ISDN video conferencing capabilities. This service includes three 128k ISDN lines. Line usage will be billed per the selected carrier's rate after the close of the show.	\$2,040.00	\$2,550.00	\$3,060.00
<b>Polycom Videoconference Rental w/IP Connect Service</b> This service is used to connect from the MCCA's facility to an external/remote site with like IP video conferencing capabilities. Service includes IP connectivity for video conferencing. The distant video equipment must be IP compatible.	\$1,120.00	\$1,630.00	\$1,955.00

## INSTALLATION & CONNECTIONS

- Telephone Service is brought from the nearest column or floor port into the booth.
- MCCA phone technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

### Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment (except simple analog handset) must be returned to the Exhibitor Service Desk at the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Hourly Rate (All times) \$90.00

## FREQUENTLY ASKED QUESTIONS

### How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service (Digital) includes one phone number with multiple line appearances and rental of one digital display phone.

### I have a wired credit card machine. Do I need to program anything specific for the machine to work on your single-line service?

Yes. Please preprogram your machine to dial “9” before your credit card company’s number.

### How do I receive my phone number, dialing instructions, and phone/fax equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

### How can I place international calls on my phone line?

If you wish to place international calls on your phone line, please contact Exhibitor Services prior to move-in to submit this request. Otherwise, all phones will be limited to local and US numbers.

# Internet & Technical Services

*The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.*

## Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

<b>MANAGED SERVICES</b> Manually configured services require entry of IP addresses into the device before the device may access the internet.			
	DISCOUNT	STANDARD	ON-SITE
<b>Basic Service Package</b> The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$955.00	\$1,020.00	\$1,225.00
<b>1.54 Mbps Managed Service</b> The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$1,935.00	\$2,295.00	\$2,755.00
<b>3 Mbps Managed Service</b> The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$4,710.00	\$5,405.00	\$6,485.00
<b>6 Mbps Managed Service</b> The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$7,965.00	\$9,180.00	\$11,015.00
<b>10 Mbps Managed Service</b> The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$10,660.00	\$12,240.00	\$14,690.00

<b>15 Mbps Managed Service</b> The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$15,710.00	\$18,055.00	\$21,665.00
<b>20 Mbps Managed Service</b> The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$20,870.00	\$24,000.00	\$28,800.00
<b>25 Mbps Managed Service</b> The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$25,920.00	\$29,835.00	\$35,800.00
<b>30 Mbps Managed Service</b> The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$30,855.00	\$35,495.00	\$42,595.00
<b>35 Mbps Managed Service</b> The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$35,905.00	\$41,310.00	\$49,570.00
<b>40 Mbps Managed Service</b> The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$40,615.00	\$46,715.00	\$56,060.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
<b>Copper Patch/ Booth to Booth Connection</b> Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$345.00	\$430.00	\$515.00
<b>Fiber Patch/ Booth to Booth Connection</b> Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$480.00	\$600.00	\$720.00
<b>Switch-8 Port</b> This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$105.00	\$135.00	\$160.00
<b>Switch-24 Port</b> This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$360.00	\$455.00	\$545.00
25' CAT 5e Cable	\$46.00	\$57.00	\$70.00
50' CAT 5e Cable	\$62.00	\$80.00	\$95.00
100' CAT 5e Cable	\$100.00	\$120.00	\$145.00
Coupler	\$15.00	\$20.00	\$25.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Cable TV Service</b> Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$250.00	\$315.00	\$375.00
<b>CATV Tuner (Only available at the BCEC)</b> For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	\$57.00	\$72.00	\$85.00
<b>CATV Tap Box</b> A distribution box which allows up to 16 CATV feeds from a single cable tap.	\$205.00	\$255.00	\$305.00

\* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.



## INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
  - » Hire labor from the General Service Contractor or;
  - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

## Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
  - » Tech Rep (All times) \$120.00
  - » Network Engineer (All times) \$150.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

## FREQUENTLY ASKED QUESTIONS

### **I ordered a Managed Service that required IP Addresses.**

#### **How and when do I receive this information?**

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

### **Do you have wireless internet?**

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

### **I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?**

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

### **What is bandwidth and how do I know how much I need?**

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

### **I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?**

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

### **What is a VLAN?**

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

### **I ordered a switch and cables, how and when do I get them?**

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

# Rigging Services

*The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.*

## Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

<b>PACKAGE RIGGING SOLUTIONS</b> The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD	ON-SITE
<b>Basic Rigging Package</b> This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,736.00	\$2,083.00	\$2,500.00
<b>Electrical Rigging Package</b> This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,009.00	\$2,411.00	\$2,893.00
<b>Team Labor Hour</b> Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$273.00	\$328.00	\$394.00

## Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 17).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

*\* For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
<b>Truss</b> A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.			
Truss 5’ Section – Silver 12”x12” Box	\$28.00	\$34.00	\$40.00
Truss 8’ Section – Silver 12”x12” Box	\$45.00	\$54.00	\$65.00
Truss 10’ Section – Silver 12”x12” Box	\$56.00	\$67.00	\$81.00
Truss 5’ Section – Black 12”x12” Box	\$39.00	\$47.00	\$56.00
Truss 8’ Section – Black 12”x12” Box	\$63.00	\$75.00	\$90.00
Truss 10’ Section – Black 12”x12” Box	\$78.00	\$94.00	\$113.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$50.00	\$60.00	\$73.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$81.00	\$97.00	\$116.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$101.00	\$121.00	\$145.00
<b>Corner Block</b> A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$56.00	\$67.00	\$81.00
Corner Block – Black 12”x12” Box	\$73.00	\$87.00	\$105.00
Corner Block – Silver 20.5”x20.5” Box	\$78.00	\$94.00	\$113.00
<b>Base Plate</b> A base plate is used as a stand for ground supported truss or poles.	\$39.00	\$47.00	\$56.00
<b>Rotator</b> A rotator is a motor used to rotate a hanging sign.	\$168.00	\$202.00	\$242.00
<b>Motor</b> A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$168.00	\$202.00	\$242.00

<b>Cheeseboro</b> A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
<b>Grapple</b> A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$19.00

<b>LIGHTING FIXTURES</b> A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD	ON-SITE
<b>Source 4 Par (575 watt, 750 watt)</b> This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$39.00	\$47.00	\$56.00
<b>Source 4 Leko (575, 750 watt)</b> This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$50.00	\$60.00	\$73.00
<b>Par 64 (1000 watt)</b> The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$34.00	\$40.00	\$48.00

<b>CUSTOM LIGHTING SOLUTIONS</b> Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD	ON-SITE
<b>Small Lighting Kit (4-6 lights)</b>	\$207.00	\$249.00	\$298.00
<b>Medium Lighting Kit (7-11 lights)</b>	\$364.00	\$437.00	\$524.00
<b>Large Lighting Kit (12-15 lights)</b>	\$504.00	\$605.00	\$726.00
<b>X-Large Lighting Kit (16-20 lights)</b>	\$616.00	\$739.00	\$887.00

<b>DIMMER RACKS &amp; LIGHTING CONTROLS</b> These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once.  Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	\$90.00	\$108.00	\$129.00
Dimmer Control 2.4 x 12	\$168.00	\$202.00	\$242.00
Dimmer Control 2.4 x 24	\$358.00	\$430.00	\$516.00

## Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$100.00	\$150.00	\$200.00
Head Rigger	\$100.00	\$150.00	\$200.00
Rigger	\$89.00	\$134.00	\$178.00
Dept Head	\$76.00	\$114.00	\$152.00
Stagehand	\$71.00	\$107.00	\$142.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$750.00
40'- 45' Boom Lift	\$950.00
60' Boom Lift	\$1,600.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.



## FREQUENTLY ASKED QUESTIONS

### How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

### Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

### Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

### Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

### What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

# Plumbing Services

*The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.*

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
<b>Water – Individual Connection</b> Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$335.00	\$420.00	\$505.00
<b>Additional Water Connections</b> Clients requiring more than an individual water connection should order each additional connection as needed.	\$195.00	\$245.00	\$295.00
<b>Drain – Individual Connection</b> The MCCA can provide waste drain connections up to ¾” line size.	\$335.00	\$420.00	\$505.00
<b>Additional Drain Connections</b> Clients requiring more than an individual drain connection should order each additional connection as needed.	\$180.00	\$225.00	\$270.00
<b>Fill and Drain 0-100 Gallons</b> Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$170.00	\$210.00	\$250.00
<b>Each Additional 500 Gallons</b>	\$115.00	\$145.00	\$175.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
<b>Cold Water Sink Rental</b> Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$675.00	\$840.00	\$1,010.00
<b>Small Hot &amp; Cold Water Sink Rental</b> Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$900.00	\$1,120.00	\$1,345.00
<b>Large Hot &amp; Cold Water Sink Rental</b> Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x 43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,120.00	\$1,405.00	\$1,685.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
<b>Compressed Air – Individual Connection</b> Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$410.00	\$510.00	\$610.00
<b>Additional Connection</b> Clients who require more than an individual connection should order additional connections as needed.	\$210.00	\$265.00	\$320.00
<b>OTHER COMPRESSED GASES</b> The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the exhibitor should contact MCCA Exhibitor Services. Flammable gases are not permitted in MCCA facilities. Please note that in order to ensure delivery of service, orders need to be received one week prior to move-in.			
20 Lbs Dry or Liquid CO <sub>2</sub>	\$170.00	\$205.00	\$245.00
50 Lbs Dry or Liquid CO <sub>2</sub>	\$190.00	\$225.00	\$270.00
Dry Nitrogen 300 ft <sup>3</sup>	\$230.00	\$280.00	\$335.00

## INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

### Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$90.00

## FREQUENTLY ASKED QUESTIONS

### Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

### Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

**When would I need to order a Fill and Drain Service?**

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

**My booth requires a sprinkler system. What plumbing service should I order?**

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

**My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?**

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the Hynes (617.954.2284).

**Do you allow Exhibitors to bring Helium balloons into your buildings?**

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

# Security Services

*The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.*

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
<b>Per Hour Per Officer</b> The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$28.00	\$33.50	\$40.00
<b>Per Hour Per Supervisor</b>	\$38.00	\$45.50	\$54.50

## FREQUENTLY ASKED QUESTIONS

### When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

### Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

## **APPENDIX — SERVICE ORDER FORMS**

Request for Exhibitor Electrical Services	22
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Request for Internet & Technical Services	24
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## **APPENDIX —**

Exhibitor Guidelines, Information and Regulations	30
Levy Restaurants Sample Food and/or Beverage Distribution Request	41





## Exhibitor Order Form Electrical Services

Effective January 1, 2019

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.

**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

**\*Overhead electrical services must accompany a rigging order.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

### STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
500 Watt Box (5 amps)		\$125.00	\$155.00		+50% rate		\$155.00		\$232.50	
1000 Watt Box (10 amps)		\$165.00	\$205.00		+50% rate		\$205.00		\$307.50	
2000 Watt Box (20 amps)		\$205.00	\$255.00		+50% rate		\$255.00		\$382.50	
4000 Watt Box (20 amps x 2)		\$240.00	\$295.00		+50% rate		\$295.00		\$442.50	

### STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$360.00	\$450.00		+50% rate		\$450.00		\$675.00	
208V Single Phase 60 Amp		\$685.00	\$855.00		+50% rate		\$855.00		\$1,282.50	
208V Single Phase 100 Amp		\$1,050.00	\$1,310.00		+50% rate		\$1,310.00		\$1,965.00	
208V Three Phase 30 Amp		\$650.00	\$810.00		+50% rate		\$810.00		\$1,215.00	
208V Three Phase 60 Amp		\$980.00	\$1,225.00		+50% rate		\$1,225.00		\$1,837.50	
208V Three Phase 100 Amp		\$1,555.00	\$1,945.00		+50% rate		\$1,945.00		\$2,917.50	
208V Three Phase 200 Amp		\$2,965.00	\$3,710.00		+50% rate		\$3,710.00		\$5,565.00	
208V Three Phase 400 Amp		\$5,240.00	\$6,550.00		+50% rate		\$6,550.00		\$9,825.00	
480V Three Phase 30 Amp		\$990.00	\$1,235.00		+50% rate		\$1,235.00		\$1,852.50	
480V Three Phase 60 Amp		\$1,715.00	\$2,145.00		+50% rate		\$2,145.00		\$3,217.50	
480V Three Phase 100 Amp		\$3,165.00	\$3,960.00		+50% rate		\$3,960.00		\$5,940.00	
480V Three Phase 200 Amp		\$6,290.00	\$7,865.00		+50% rate		\$7,865.00		\$11,797.50	
25' Round Extension Cord		\$36.00	\$45.00							
6 Port Power Strip			\$25.00							

Total Due: \$

SIGNATURE \_\_\_\_\_

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## Exhibitor Order Form Telephone Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single Line Phone Service (Analog)		\$295.00	\$365.00	
Multi-Line Phone Service (Digital)		\$425.00	\$530.00	
Speaker Phone Service (Analog)		\$325.00	\$410.00	
Polycom Speaker Phone Service (Analog)		\$380.00	\$475.00	
ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Waiting (Per Phone Line)		\$50.00	\$65.00	
Voice Mail (Per Phone Line)		\$50.00	\$65.00	
ISDN/BRI Service		\$305.00	\$385.00	
Polycom Video Conference Equipment Rental w/ IP Connect Service		\$2,040.00	\$2,550.00	
Polycom Video Conference Equipment Rental w/ ISDN Service		\$1,120.00	\$1,630.00	
				Total Due: \$

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## Exhibitor Order Form Internet & Technical Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
<b>Basic Service Package</b> (includes a private VLAN and subnet, public IP addresses not available)		\$955.00	\$1,020.00	
<b>1.54 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$1,935.00	\$2,295.00	
<b>3 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$4,710.00	\$5,405.00	
<b>6 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$7,965.00	\$9,180.00	
<b>10 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$10,660.00	\$12,240.00	
<b>15 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$15,710.00	\$18,055.00	
<b>20 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$20,870.00	\$24,000.00	
<b>25 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$25,920.00	\$29,835.00	
<b>30 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$30,855.00	\$35,495.00	
<b>35 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$35,905.00	\$41,310.00	
<b>40 Mbps Managed Service</b> (includes a private VLAN and subnet, public IP addresses available upon request )		\$40,615.00	\$46,715.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$345.00	\$430.00	
Fiber Patch/ Booth to Booth Connection			\$480.00	\$600.00	
Switch	8 port		\$105.00	\$135.00	
	24 port		\$360.00	\$455.00	
25' CAT 5e Cable			\$46.00	\$57.00	
50' CAT 5e Cable			\$62.00	\$80.00	
100' CAT 5e Cable			\$100.00	\$120.00	
Coupler			\$15.00	\$20.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$250.00	\$315.00	
CATV Tuner Rental (Only available at the BCEC)			\$57.00	\$72.00	
CATV Tap Box			\$205.00	\$255.00	
					Total Due: \$

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## Exhibitor Order Form Rigging Services

Effective January 1, 2019

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.  
**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

### ITEM DESCRIPTION & INFORMATION

\*\*Description of Item (Sign, Banner, Truss, etc.)

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? <b>YES NO</b>		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

### PACKAGE RIGGING SOLUTIONS

Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1,736.00	\$2,083.00	
Electrical Rigging Package (Per Sign/Banner)		\$2,009.00	\$2,411.00	
Team Labor Hour		\$273.00	\$328.00	

### CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE\*)

\*For any of the services below, please contact JCALPRO at 617.954.2345.

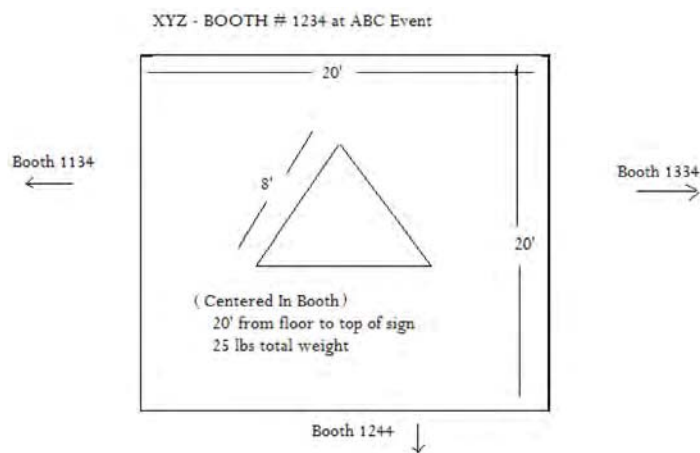
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section	\$28.00	\$34.00	
	8' Section	\$45.00	\$54.00	
	10' Section	\$56.00	\$67.00	
Black 12" x 12" Box Truss	5' Section	\$39.00	\$47.00	
	8' Section	\$63.00	\$75.00	
	10' Section	\$78.00	\$94.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$50.00	\$60.00	
	8' Section	\$81.00	\$97.00	
	10' Section	\$101.00	\$121.00	
Corner Block	Silver 12" x 12" box	\$56.00	\$67.00	
	Black 12" x 12" box	\$73.00	\$87.00	
	Silver 20.5" x 20.5" box	\$78.00	\$94.00	
Base Plate		\$39.00	\$47.00	
Rotator		\$168.00	\$202.00	
Motor		\$168.00	\$202.00	
Cheeseboro		\$7.00	\$8.00	
Grapple		\$13.00	\$16.00	

CONTINUED ON PAGE 29

**CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE\*)**

\*For any of the services below, please contact JCALPRO at 617.954.2345.

Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$39.00	\$47.00	
Source 4 Leko – (575, 750 watt)		\$50.00	\$60.00	
Par 64 (1000 watt)		\$34.00	\$40.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$207.00	\$249.00	
Medium Lighting Kit		\$364.00	\$437.00	
Large Lighting Kit		\$504.00	\$605.00	
X-Large Lighting Kit		\$616.00	\$739.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$90.00	\$108.00	
Dimmer Control 2.4 x 12		\$168.00	\$202.00	
Dimmer Control 2.4 x 24		\$358.00	\$430.00	
				<b>Total Due: \$</b>



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

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## Exhibitor Order Form Plumbing Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

### WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$335.00	\$420.00	
	Additional Connection			\$195.00	\$245.00	
Drain Up to ¾" line	Individual Connection			\$335.00	\$420.00	
	Additional Connection			\$180.00	\$225.00	
Fill & Drain	0-100 Gallons			\$170.00	\$210.00	
	Each additional 500 gallons			\$115.00	\$145.00	

### SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$675.00	\$840.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$900.00	\$1,120.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,120.00	\$1,405.00	

### COMPRESSED AIR AND GASSES\*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$410.00	\$510.00	
	Additional Connection			\$210.00	\$265.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$170.00	\$205.00	
	50 lb Cylinder (Dry or Liquid)			\$190.00	\$225.00	
Nitrogen	300 ft3 Tank (Dry)			\$230.00	\$280.00	

SIGNATURE \_\_\_\_\_

Total Due: \$

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## Exhibitor Order Form Security Services

Effective January 1, 2019

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**To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.**

*Incomplete information will delay processing.*

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
				\$28.00	\$33.50	
			Total Man Hours:	Total Due: \$		

SIGNATURE \_\_\_\_\_

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# Exhibitor Guidelines, Information and Regulations

## EXHIBITOR PARTICIPATION REGULATIONS

### ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) before entering the facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

### AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

### BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees

### BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:

- a. Boxed or loose product, materials or literature
  - b. Fiber cases used to ship pop-up displays
  - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
- a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one day supply.
  - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
  - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
  - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
  - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
  - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

### CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

### CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion may be available from the General Service Contractor.

### COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department.

Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

### EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

## EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

*All persons, vehicles, bags, containers, etc. are subject to search.*

## FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

## FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
  - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
  - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
  - c. Cut Christmas trees, cut evergreens or similar trees
  - d. Fireplace logs, charcoal and similar materials
  - e. Untreated mulch and Spanish moss or similar vegetation
  - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
  - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
  - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
  - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are

a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

#### EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers and fire hoses are located on the perimeter wall of the exhibit halls and main floor of the auditorium. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

#### FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
  - Fabric attached to a ceiling or used to cover any portion of an exhibit
  - Carpet on ceilings, walls, seating products, or as decorative material

#### LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

#### FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction



with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

#### **Temporary Food Service Permit Application**

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

#### **GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS**

The use of glitter, confetti, sand, or simulated snow types of material is not permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized.

Popcorn is not permitted without prior written approval from the MCCA. Additional cleaning charges may apply.

#### **GRATUITIES POLICY**

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are

approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2111.

#### **GUARDRAILS AND STAIRS**

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

#### **HAND-CARRY POLICY**

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

## MATERIAL HANDLING

**Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:**

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors..

No parking is allowed at the Boylston Street entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

## LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

## MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit

doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

## MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
  - a. They must be scaled, signed and dated by a registered architect or professional engineer.
  - b. They must include the show name and dates.
  - c. They must include exhibitor's name and assigned booth number.
  - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
  - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
  - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
  - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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**MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES****Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
  - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
  - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
  - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
  - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

**AUTOMATIC FIRE EXTINGUISHING SYSTEM**

1. The following shall be protected by an automatic extinguishing system:
  - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
  - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
  - c. Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:
    - A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
    - A flame retardant open mesh material with a minimum 70% opening
    - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
    - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage ([www.massconvention.com](http://www.massconvention.com)).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

#### **CREDENTIALING/POSITIVE ID REQUIRED**

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials.

#### **PROTECT YOUR EXHIBIT AND MATERIALS**

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

#### **SMOKING**

The Hynes is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

#### **SOLICITATIONS**

No solicitations or collections are permitted in the Hynes.

## VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

*Motorized vehicles shall:*

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
  - a. Exceptions:
    - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
    - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or “hot” cable be disconnected.
3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

## MCCA Services

The MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your Exhibitor Kit.

## ATMS

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

## AUDIO/VISUAL SERVICES

The Hynes offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes has a clear line of sight to all satellites and dedicated truck parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

## BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.



## BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

## SATELLITE SERVICES

The Hynes has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

## Transportation

### PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or “The T”). A number of excellent public transportation options are available for service to and from the Hynes.

### TAXI INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

## PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com). Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email [MCCATransportationServices@signatureboston.com](mailto:MCCATransportationServices@signatureboston.com) to request a quote for services.

## PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available.

### PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

# Levy Restaurants Hynes Authorization Request

## *Sample Food and/or Beverage Distribution*

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

**The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

### **GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS**

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
  - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
  - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
  - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

### **IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:**

**TAKE-AWAY ITEMS AND BUY-OUT FEES.** Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/ booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

**UNUSED FOOD OR BEVERAGE PRODUCT** that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

**FOOD AND BEVERAGE RELATED SERVICES** including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

*Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.*

**SHIPPING/RECEIVING** Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

**Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on \_\_\_\_\_**

Event or Show:					Event or show date(s):					
Exhibiting firm:					Booth no. (s):					
Billing address:			City:		State:		Zip:		Country:	
Phone:					Email:					
Ordered by/title:					Show site contact:					
Date:					Contact phone:					

**PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING**

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
Exhibiting Firm Levy Restaurants

**PLEASE RETURN FORM TO LEVY RESTAURANTS BY \_\_\_\_\_ TO ENSURE CONFIRMATION AND APPROVAL.**

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department  
900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281



IMAPS 2019  
BOSTON, MA  
HYNES CONVENTION CENTER  
OCTOBER 1 - 2, 2019

**ATS**  
217 General Patton Ave.  
Mandeville LA, 70471

## Lead Retrieval Order Form

DISCOUNT DEADLINE: FRIDAY, SEPTEMBER 6, 2019

### CHOOSE YOUR UNIT(S)



#### Mobile Plus™

- Wireless Handheld Unit
- Cellular connected
- Large Touch Screen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - \$55 savings!
- Extended Battery Life

**\$369.00**

(Before 9/6/2019)

☐

(# of Units)

**\$419.00**

(Show Rate)

☐


#### iPad® Mini Plus™

- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary

**\$449.00**

(Before 9/6/2019)

☐

(# of Units)

**\$499.00**

(Show Rate)

☐

*\*Uploads Leads Automatically when (devices) have internet connectivity*



#### LeadsPlus™ App

- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary

**\$359.00**

(First License)

☐

(# of Units)

**\$99.00**

(Additional License)

☐

*\*Uploads Leads Automatically with internet connectivity*

*\*First License Included in All Bundles*

#### APP BUNDLE OPTIONS

**3 Pack Bundle**

**\$499.00**

☐

**6 Pack Bundle**

**\$799.00**

☐

**10 Pack Bundle**

**\$999.00**

☐

(App Bundle Total)

#### ADDITIONAL SERVICES FOR THE MOBILE PLUS

**Z Printer Plus™** \*1 per unit ordered

**\$75.00**

(Before 9/6/2019)

**\$95.00**

(Show Rate)

☐

**Custom Survey** \*1 per unit ordered

**\$60.00**

(Before 9/6/2019)

**\$80.00**

(Show Rate)

☐

**Delivery & Setup** OPTIONAL \*Not for app

**\$65.00**

(Before 9/6/2019)

**\$85.00**

(Show Rate)

☐

#### ADD IT UP

**Sub-Total=**

**Total Due (in US funds)**

**= \$**

COMPANY \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

ALTERNATE EMAIL \_\_\_\_\_

*\*These emails will be sent login credentials to access leads*

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP, COUNTRY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_ ONSITE CELL PHONE \_\_\_\_\_

Visit Us at: [www.american-tradeshow.com](http://www.american-tradeshow.com)

Email Orders to: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

Questions? Please call: 985-809-0600, ext. #777 Fax: 985-809-1888

Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

Click HERE to Order Online

Username: **IMAPS2019**

Password: **4619**



IMAPS 2019  
BOSTON, MA  
HYNES CONVENTION CENTER  
OCTOBER 1 - 2, 2019

**ATS**  
217 General Patton Ave.  
Mandeville LA, 70471

## Payment Authorization Form

**\*A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.**

COMPANY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_

EMAIL FOR INVOICE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

### Choose Payment Method:



#### To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.



#### To Pay By Company Check

(Security Deposit Required\*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.



#### To Pay By Wire Transfer

(Security Deposit Required\*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.



### Credit Card Details \*Required For All Orders

☐

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☐

Use As Security  
Deposit Only

☐

Cardholder Name: \_\_\_\_\_

☐

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_



### Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken. Checks are due in the office ten (10) days prior to show start.

Click HERE to Order Online.

OR Visit us at:  
[www.american-tradeshow.com](http://www.american-tradeshow.com)

Username: **IMAPS2019**

Password: **4619**

EMAIL ORDERS TO:  
[orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)

FAX:

**985-809-1888**

SEND CHECKS TO:

**American Tradeshow Services**

**ATTN: Exhibitor Services**

**217 General Patton Avenue**

**Mandeville, LA 70471**

QUESTIONS?

**Call 985-809-0600, ext. #777**



## How are you capturing and following up with all of the leads at your booth?



On every attendee's badge there is a QR code that will serve as their electronic business card.

This QR code contains each attendee's full contact information.

**ATS Lead Retrieval is the perfect tool to capture, collect and manage all of your leads efficiently.**

### Option One: Mobile Plus™

#### SCANNING A BADGE

- Hold the unit 4-6 inches away from attendee's badge.
- Push scanning button, red rectangular light will appear.
- Listen for beep and then view attendee info on screen!

#### FEATURES

- Tap MENU button on bottom of screen.
- Tap in lead to take notes/qualify by selecting button(s).
- Under USERS tab, you can "PICK A WINNER" to select winner from scanned leads.
- Offers optional Custom Survey feature, programmed by ATS staff pre-show.

#### RETRIEVE LEADS

- Leads will be accessible in real time on Expometrics portal.
- Login to online Expometrics portal will be given prior to the event so you can customize your unit and access leads throughout the event.



### Option Two: LeadsPlus™ App



Compatible with iOS 7/higher and OS 4.0/higher

#### SET UP

- Using your own device (iPad, iPhone, and/or Droid Phone), down load the LeadsPlus App
- Select ADD SHOW, then Select Scan to capture QR code \*Can also enter code manually
- Activation Code(s) emailed pre-show. One (1) license per device.

#### SCANNING LEADS

- Click into event, select SCAN. Lead information will appear.
- Add notes & qualifiers to lead by selecting on screen.
- Return to LEADS page to scan another.
- Simply select a name to view/edit lead.

#### ADMIN FUNCTIONS

On Main app screen, select ADMIN (i icon). You can...

- View Stats of Leads: Numbers, leads synced online, etc.
- Customize/Fetch Qualifiers
- Can even export leads directly from device.